



COUNTY OF HIDALGO

Department of Human Resources

Job Title: **ASSISTANT CHIEF ADMINISTRATOR**
Grade: 18

The County of Hidalgo Department of Human Resources reserves the right to select candidates considered to be the most highly qualified based on education and experience. The hiring department will interview and select the candidates provided by the Department of Human Resources.

GENERAL DESCRIPTION

Performs (senior-level) work in administration and reports directly to the Chief Administrator. Performs work under limited supervision with considerable latitude for the use of initiative and independent judgment. Responsible for overseeing multiple support services within the department. May supervise and train staff.

EXAMPLES OF WORK PERFORMED

Plan, organize, direct, audit and control of support services within the department

Analyze business and workforce needs to develop targeted short and long range strategies, and implement operational plans to meet performance measures

Works to align the programmatic services and activities of internal systems, which are associated with the desired outcomes for the department

Able to serve as a direct or indirect resource for the department's operational needs

Provide solutions to complex problems and work to resolve difficult issues between involved parties

In smaller departments, this job may have the responsibility for the development and monitoring of a departmental budget

In a large department, this job serves as an administrative resource tying budget needs to the programs of the organization

Develop and evaluate short range and long range strategic plans and establish criteria for a variety of human resources and business services projects, programs, and plans

Prepare and review reports as part of the process of monitoring and communicating performance results

Makes recommendations associated with purchasing and expenditures for departmental programs

Performs related work as assigned

EXPERIENCE AND EDUCATION

Graduation from a four (4) year college or university with a Bachelor's Degree in Business, Finance, Accounting or Economics or related field

Two (2) years' experience in complex supervisory or managerial capacity associate with department wide budget

One (1) year of related experience required

Two (2) years of related experience may be substituted for one (1) year of education

CERTIFICATES, LICENSES AND REGISTRATION

Must have a current valid Texas motor vehicle operator's license

Must be able to be insured by the County's insurance carrier

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of Federal, State, and local laws, ordinances, policies, and procedures covering human resources and business services activities

Knowledge of managerial and leadership techniques and principles

Knowledge of budgeting methods and systems

Knowledge of business case development, strategic business planning, reengineering, organizational change strategies, performance measurement, and project management

Skill in oral and written communications

Skill in handling conflict and uncertain situations

Skill in using software applications to perform data analysis and problem solving

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand. The employee is occasionally required to walk; sit; use hands to find, handle, or feel objects, tools or controls; reach with hands and arms; climb or balance; stoop and kneel.

The employee must occasionally lift and/or move over twenty-five (25) pounds. Specific vision abilities required by this job include close vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounter while performing the essential functions of this job.

The noise level in the work environment is usually moderate.

SAFETY REQUIREMENTS

Maintain physical conditions appropriate to the performance of assigned duties and responsibilities which may include the following:

- sitting for extended periods of time
- standing for extended periods of time
- operating assigned equipment

Maintain mental capacity which permits:

- making sound decisions and using good judgment
- demonstrating intellectual capabilities

Effectively handle a work environment and conditions which involve:

- working closely with others
- working in a multi-task environment

Maintain effective audio-visual discrimination and perception needed for:

- making observations
- reading and writing
- operating assigned equipment
- communication with others
- required to follow the County of Hidalgo Accident Prevention Plan and department's safety regulations