



# COUNTY OF HIDALGO

## Department of Human Resources

Job Title: **COORDINATOR IV**  
Grade: 15

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*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 moderately advance (senior-level) coordinating work by providing oversight of designated county program/department. Responsible for the supervision of the department's activities, staff training, and coordinating other duties as requested by upper management. Makes decisions on employee selections and management, team decisions, client complaints and program policies interpretation.

### **EXAMPLES OF WORK PERFORMED**

Interviews, selects, and counsels employees for programs and/or department

Assesses employee job performance and participates in the evaluations process

Provides department assistance as needed

Coordinates area activities, staff training, public education and/or outreach activities for quality assurance

May perform high risk counseling depending on department assigned

May oversee customer satisfaction through the performance of patient flow analysis, surveys, and direct observation

May provide program information to health care providers and/or other community organizations depending on department assigned

Assists with the development and implementation of policies and procedures that guide and support program services

Assists with the monitoring of a performance based budget

Promotes program and/or department services throughout Hidalgo County

Act as a department liaison to community and professional groups to coordinate, improve, and stimulate interest in the assigned program or activities

Performs all other related duties as assigned

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## **EXPERIENCE AND EDUCATION**

Graduation from an accredited four (4) year college or university with a Bachelor's degree in public administration, management, or related field

Five (5) years of experience in department coordination, business management, or a related field related to the specific program or department with one (1) year of supervisory experience required

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

## **CERTIFICATES, LICENSES AND REGISTRATION**

Position may require certifications and/or licenses depending on department assigned

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 local, state, and federal laws related to the program area; of public administration and management techniques; of statistical analysis processes; and of program planning and implementation

Ability to gather, assemble, correlate, and analyze facts; to devise solutions to problems; to prepare reports; to develop and evaluate policies and procedures; to communicate effectively and to supervise the work of others.

Good verbal and written communication and presentation skills

Bilingual (Spanish and English) with the ability to converse fluently in both languages

## **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