



COUNTY OF HIDALGO

Department of Human Resources

Job Title: **DIRECTOR OF ADMINISTRATION**
Grade: 17

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

Provide executive strategic and tactical direction / support to upper management staff in the effective development and attainment of goals /operations of the department by delegating and reviewing management and delivery of services, resources provided and the appropriate budgets required; ensures training, evaluation and personal development of all unit employees; handles difficult problems or public policy concerns; manages the development, implementation and oversight of applicable programs; monitors departmental resources; and ensures compliance with policies and laws.

EXAMPLES OF WORK PERFORMED

Provides direction, guidance, and assistance in program area(s)

Establishes goals and objectives that support overall strategies; plans, develops, and approves schedules, priorities, and standards for achieving goals; and directs evaluation activities

Plans, develops, implements, coordinates, monitors, and evaluates policies

Reviews guidelines, procedures, rules, and regulations; and monitors compliance

Reviews and approves management, productivity, and financial reports and studies

Reviews results of special investigations, internal audits, research studies, forecasts, and modeling exercises to provide direction and guidance

Reviews budgets and provides final approval

Develops and implements techniques for evaluating program activities

Develops goals and objectives consistent with the department strategic plan

Plans, assigns, and supervises the work of others

Coordinates activities and programs with other departments to expedite work and improve interdepartmental performance using tact and diplomacy

Attends various committee and department meetings and may represent the County on local, state, or national boards

Administers and supervises personnel matters which include hiring, disciplinary actions, terminations, employee reviews / evaluations, motivation, recommending pay increases or action, approving leave, new hire training, and recommending continuing education opportunities that are available for staff

Directs or oversees managerial handling of personnel matters including resolution of departmental employee disputes

Acts as a resource for staff questions regarding construction methods and procedures and customer client or citizen issues, policies and etc.

Directs the development and administration for the department's annual budget including capital and fixed cost expenditures; monitors costs and levels of staffing, equipment, materials and supplies; and monitors and approves expenditures as well as implements cost saving programs

Performs related work as assigned

EXPERIENCE AND EDUCATION

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

Six (6) years of experience in the management and direction of a department relevant to assignment including two (2) years of supervisory experience

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 local, state, and federal laws and regulations relevant to program areas and of the principles and practices of public administration and management

Ability to direct and organize program activities; to establish program goals and objectives that support the strategic plan; to identify problems, evaluate alternatives, and implement effective solutions; to develop and evaluate policies and procedures; to prepare report to communicate effectively; and to plan, assign, and supervise the work of others

Planning and practices of roadway management, maintenance, and construction

Knowledge of administrative procedures

Employee may be assigned other duties in addition to those listed; duties may change according to the changing needs of the County

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