



COUNTY OF HIDALGO

Department of Human Resources

Job Title: **DIRECTOR OF ADMINISTRATIVE OPERATIONS**
Grade: 16

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

This high management position is responsible for managing the daily administrative operation of the department. The employee in this position is responsible for administration of all financial activities as well as activities related to facilities, office management, procurement, contract management, budget management, and human resource functions. The scope and complexity of duties require the exercise of considerable independent judgment with limited supervision.

EXAMPLES OF WORK PERFORMED

Prepares, monitors, and reports on operating and capital budgets

Prepares budget transfers for operating and capital budgets

Prepares performance evaluations; handles employee complaints; and recommends hiring, termination and promotion of staff as appropriate

Establishes, implements, and monitors policies, procedures, and systems

Prepares sensitive administrative correspondence for the elected officials, department heads, and other management and supervisory staff

Oversees the preparation of agenda items to include appropriate backup, contacts, and or inter-local agreements

Reviews contracts, change orders, and other contract activities to ensure compliance with County policies and procedures

Coordinates with the County Auditor on grants, contracts, and general audits

Performs related duties as required

EXPERIENCE AND EDUCATION

Graduation from an accredited four (4) year college or university with Bachelor's degree in accounting or finance

Five (5) years of progressively responsible experience in financial management, 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