



COUNTY OF HIDALGO

Department of Human Resources

Job Title: **DIRECTOR, FIELD OPERATIONS I**
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

Performs complex (journey-level) project management work; Work involves coordinating the planning and initiation of projects at various levels of completion; monitoring the progress and schedule of projects; and communicating with project stakeholders, management, and other relevant parties; May plan, assign, and/or supervises the work of others; Works under general supervision, with moderate latitude for the use of initiative and independent judgment.

EXAMPLES OF WORK PERFORMED

Manages, develops, oversees, and evaluates projects utilizing accepted project management methodologies

Initiates projects, obtains authorization and commitment, and demonstrates business need and project feasibility

Develops criteria for evaluating programs, proposals, and other pertinent information related to project assignments

Develops project budgets, schedules, work plans, resources requirements, and cost estimates and projections

Reviews and recommends proposals and bids to management

Monitors and manages project cost to ensure project is completed within budget

Monitors and manages project quality to ensure project deliverables are acceptable and fulfill the terms of the project contract or specifications

Identifies potential project risk and difficulties, and designs strategies to mitigate or avoid them

Communicates and explains project methodology and processes to interested groups and team members

Compiles and distributes project information, project status reports, and project expenditures

Coordinates project activities with other state agencies, governmental jurisdictions, or private sector partners and contractors

Decision making and County policy implementation

Development of Performance Measurement

Develop a work plan, with clearly defined timelines, responsibilities and activities, supporting the current Strategic Plan operations objective

Monitor and report on the operations objective work plan status to the Operations Group, advising on strategies to assure timeline and outputs are on target

Plans, assigns, and supervises the work of others

Performs related work as assigned

EXPERIENCE AND EDUCATION

Associate's degree from an accredited college or university with major course work in Business Administration, Public Administration, Project Management, Engineering or related field

Two (2) years of related experience

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

CERTIFICATES, LICENSES AND REGISTRATION

May require certification as a Project Management Professional (PMP)

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 project management theories and practices applicable to small to mid-sized scope projects; of systems and procedures used to evaluate a third-party vendor's performance; and of local, state, and federal laws and regulations relevant to the administration of the project undertaken

Ability to exercise sound judgment in making critical decisions; to analyze complex information and develop plans to address identified issues; to demonstrate negotiation and facilitation skills; to prepare reports; to communicate effectively; and to plan, assign, and/or supervise the work of others

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