



# COUNTY OF HIDALGO

## Department of Human Resources

Job Title: **DIVISION MANAGER I**  
Grade: 14

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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 routine (journey-level) managerial work administering the daily operations and activities of an agency's business function, division, or department. Work involves establishing goals and objectives; developing guidelines, procedures, rules, and regulations; developing schedules, priorities, and standards for achieving established goals; coordinating and evaluating business function, division, or department activities; developing and evaluating budget requests; and monitoring budget expenditures. Plans, assigns, and supervises the work of others. Works under moderate supervision, with limited latitude for the use of initiative and independent judgment.

### **EXAMPLES OF WORK PERFORMED**

Manages activities of staff in a business function, division, or department.

Oversees the preparation of management and productivity reports and studies.

Oversees special investigations and research studies.

Establishes goals and objectives; develops and approves schedules, priorities, and standards for achieving goals; and manages evaluation activities.

Develops and implements techniques for evaluating business functions or division or department activities.

Develops and evaluates budget requests, monitors budget expenditures, and makes adjustments as necessary.

Plans, implements, coordinates, monitors, and evaluates policies and procedures; and monitors compliance with policies and procedures.

Identifies areas of needed change and makes recommendations to improve operations.

Provides technical guidance for a business function, division, or department.

May manage staff development plans and activities.

May manage the preparation, development, review, and revision of legislation.

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May represent the business function, division, or department at meetings, hearings, trials, conferences, and seminars or on boards, panels, and committees.

Plans, assigns, and supervises the work of others.

Performs related work as assigned.

## **EXPERIENCE AND EDUCATION**

Graduation from an accredited four-year college or university with major course work in business administration or related field

One (1) year of experience in the management of a business function, division, or department relevant to the assignment

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 a business function, division, or department; and of the principles and practices of public administration and management.

Skill in using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions, or approaches to problems; and in operating computers and applicable computer software.

Ability to manage business function, division, or department activities; to establish goals and objectives; to devise solutions to administrative problems; to develop and evaluate administrative policies and procedures; to prepare reports; to communicate effectively; and to plan, assign, and supervise the work of others.

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