



COUNTY OF HIDALGO

Department of Human Resources

Job Title: **DIVISION MANAGER III**
Grade: 18

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) 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, policies, 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 limited supervision, with considerable 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, program analyses, research studies, and internal audits.

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.

Develops, reviews, revises, and implements legislation.

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.

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

May manage programs focusing on continuous process improvement.

May manage staff development plans and activities.

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

Five (5) 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