



COUNTY OF HIDALGO

Department of Human Resources

Job Title: **PROGRAM MANAGER I**
Grade: 13

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) administrative and supervisory program work. Work involves assisting in establishing program goals and objectives; assisting in developing program guidelines, procedures, policies, rules, and regulations; assisting in developing schedules, priorities, and standards for achieving program goals; and assisting in evaluating program activities. Supervises the work of others. Works under moderate supervision, with limited latitude for the use of initiative and independent judgment.

EXAMPLES OF WORK PERFORMED

Oversees the work of assigned program staff.

Prepares and reviews reports on the effectiveness of program activities.

Confers with staff on program issues and problems.

Assists in planning, implementing, coordinating, monitoring, and evaluating programs.

Assists in the development of program guidelines, procedures, policies, rules, and regulations; and monitors compliance with policies and procedures.

Assists in the preparation of program budget requests.

Assists in the preparation of training and operational manuals, educational and marketing materials, and public information programs.

Assists in conducting special investigations, program analyses, and research studies.

May provide training or technical assistance in program area(s).

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 administration of a program 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 related to the program area; of public administration and management techniques; of statistical analysis processes; of budget processes; of research techniques; of training and marketing techniques; and of program management processes and techniques.

Skill in identifying measures or indicators of program and staff performance and in operating a computer and applicable software.

Bilingual (Spanish and English) with the ability to converse fluently in both languages

Ability to gather, assemble, correlate, and analyze facts; to establish goals and objectives; to devise solutions to administrative problems; to develop, evaluate, and interpret administrative policies and procedures; and to 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