



# COUNTY OF HIDALGO

## Department of Human Resources

Job Title: **COMMISSIONERS' COURT ADMINISTRATOR**  
Grade: 16

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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 upper level management coordination functions for Commissioner's Court. Responsible for managing the scheduling, the preparation, and the posting of all Court agendas, workshops, and special meetings. Coordinates all agenda items with department heads, appointed officials, and elected officials. Insures the coordination of legal reviews for all contracts and inter-local agreements with the Office of the County Judge and Legal Counsel. Position is also responsible for the budgetary management of certain legal related accounts.

### **EXAMPLES OF WORK PERFORMED**

Coordinates the preparation and the compilation of the weekly Commissioner's Court Agenda

Coordinates the preparation and the compilation of Court workshops and special meetings

Develops and implements policies and procedures for the utilization of the Agenda Quick software program and coordinates with the program vendor as necessary to correct or improve the program

Insures that all agenda items have appropriate documentation/backup

Insures that contracts and/or inter-local agreements are properly completed as they relate to agenda items

Insures that sufficient funds are budgeted for assigned accounts and insures that invoices on these accounts are processed and paid on a timely basis

Coordinates with budget division staff to insure all financial related agenda items are properly funded

Notarize documents as needed or requested

Make copies, fax information, obtain signatures from County Judge on documents and distribute accordingly

Assemble agenda packets, distribute copies via fax/mail boxes and store agenda packets in files

Coordination of weekly Commissioners' Court Agenda and all related information such as agenda request forms, budget amendments, line item transfers, etc

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Performs all other related duties as assigned

## **EXPERIENCE AND EDUCATION**

Graduation from an accredited college or university in business administration, planning, public administration or related field

Five (5) years of experience working in an administrative position in a government entity

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

## **CERTIFICATES, LICENSES AND REGISTRATION**

Certification as a notary public

May be required to be bondable

Must have a current valid Texas motor vehicle operator's license

Must be able to be insured by the County's insurance carrier

## **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