



COUNTY OF HIDALGO

Department of Human Resources

Job Title: **DIRECTOR, URBAN COUNTY DEPARTMENT**
Grade: 21

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

The position involves the direct supervision of division managers and staff employees and seventeen (17) cities as to the proper administration of federal and state grant funds. The position requires extreme tact and cooperation with various representatives from state, federal and local agencies and political entities.

EXAMPLES OF WORK PERFORMED

- Oversee the provision of technical assistance to seventeen (17) cities and their staff
- Provide guidance in the areas of project administration and compliance
- Provide guidance and direction in the area of grantsmanship and grants management
- Oversee and provide guidance to project monitoring to ensure compliance
- Oversee the maintenance of project and grant reporting systems
- Confer and report on program activity and progress to County Commissioner's Court
- Ability to work well with others
- Regular attendance is a must
- Performs other related duties as assigned

EDUCATION AND EXPERIENCE

- Master's degree in Political Science, Public Administration, Business Administration or related field
 - Ten (10) years' experience of direct C.D.B.G. Administration
 - Knowledge of word processing software and use of computer operating programs, general office machines
 - Two (2) years of related experience may be substituted for one (1) year of education
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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

Employee may be assigned other duties in addition to those listed; duties may change according to the changing needs of the County

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

