



COUNTY OF HIDALGO

Department of Human Resources

Job Title: **DIVISION MANAGER III, HUMAN SERVICES**
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

Develops and administers the County's Indigent Health Department and its multiple programs, including development and provision of direct services, development and management of contract services.

EXAMPLES OF WORK PERFORMED

Plans for and advise Commissioners of the future direct and indirect services and budgetary needs of the department

Manages the personnel, equipment, facilities, and finances assigned to the department (including hiring, ensuring training for, reviewing performance of, disciplining, and dismissing staff members.)

Evaluates the services and employees of the department

Develops and implements managerial and monitoring systems to insure that the department complies with applicable state and federal laws and contractual requirements as well as the directives of the Commissioners' Court

Develops and recommends to Commissioners' Court policies and guidelines for service delivery

Prepares and submits proposals for grant monies for programs which enhance non-county subsidies of human services activities and programs

On behalf of the county, develops grant and contractual agreements with other funding entities, including city, state and federal governments

Serves as liaison to all county offices, other public and private agencies, the Citizen's Advisory Board and the general public concerning county human services matters

Establishes and maintains effective working relationships with representatives of other agencies, governmental entities, funding sources, and the media; work with them on issues related to contracts and activities affecting the delivery of county human services

Maintains an awareness of laws, regulations, actions and events which could affect the level, quality or cost of county human services

Summarizes and analyzes data concerning county human services and costs

Performs related work as assigned

EXPERIENCE AND EDUCATION

Graduation from an accredited four (4) year college or university

Five (5) years' experience in public administration or related

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

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

Ability to supervise and motivate management level employees

Ability to develop, analyze and interpret policies and procedures

Ability to exercise sound judgment in making administrative decisions involving staff and service activities

Ability to work with multiple public and private agencies and advisory groups

Knowledge and thorough understanding of federal and state grant programs and of various budgeting techniques

Ability to develop grants and contracts

Ability to review and manage complex budgets involving multiple revenue sources

Ability to establish and maintain effective working relationships with other county employees and officials, outside funding agencies and the general public

Ability to read, analyzes, and interprets common scientific and technical journals, financial reports, and legal documents

Ability to respond to common inquiries or complaints from customers, regulatory agencies, or members of the business community

Ability to write speeches and articles for publication that conform to prescribed style and format

Ability to effectively present information to top management, public groups, and/or boards of directors

Employee prepares and reviews budgets, read correspondence, reports and memos and reviews contracts for services

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