



# COUNTY OF HIDALGO

## Department of Human Resources

Job Title: **COMMUNITY RESOURCE CENTER COORDINATOR**  
Grade: 09

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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 routine managerial work supervising all operations and personnel of the Community Resource Center (CRC). Work involves establishing goals and objectives; developing guidelines, procedures, and rules; developing schedules, priorities, and standards for achieving established goals; coordinating and evaluating program activities. Plans, assigns, and supervises the work of others.

### **EXAMPLES OF WORK PERFORMED**

Manages activities of staff in program area(s)

Assesses employee job performance and participates in the evaluation process

Acts as liaison to other community agencies

Establishes goals and objectives; develops and approves schedules, priorities, and standards for achieving goals; and directs evaluation activities

Develops and implements techniques for evaluating program activities

Plans, implements, coordinates, monitors, and evaluates policies and procedures

Identifies areas of needed change, and makes recommendations to improve operations

Provides technical guidance in the program area

Plans, assigns, and supervises the work of others

Performs related work as assigned

### **EDUCATION AND EXPERIENCE**

Two academic years from an accredited college or university in social services or related field

Two (2) years of experience in social services, community involvement, service development and/or building community capacity and experience in working partnerships

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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**

Ability to manage program activities; to establish goals and objectives; to devise solutions to administrative problems

Develop and evaluate administrative policies and procedures; to prepare reports

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 preferred

Ability to be organized, efficient and confidentiality

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