



COUNTY OF HIDALGO

Department of Human Resources

Job Title: **COVID-19 COMMUNICATIONS COORDINATOR**
Grade: 16

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 COVID-19 Communications Coordinator will assist in receiving, processing and disseminating information relating to Hidalgo County's COVID-19 response. In order to maintain an accurate operational picture of the needs and plans of all the organizations involved the COVID-19 Communications Coordinator will report directly to the Chief of Staff and will be tasked with:

- Communicate with Municipalities
- Communicate with State Agencies
- Communicate with Federal Agencies
- Communicate with local hospitals
- Communicate with Health Department
- Communicate with local funeral homes
- Communicate with local non-profits
- Communicate with local schools
- Create report logs for OEM
- Other duties as assigned

May assign and/or supervise the work of others. Works under limited supervision, with considerable latitude for the use of initiative and independent judgment.

EXAMPLES OF WORK PERFORMED

Documents, collects and interprets data for reporting to state and federal agencies; liable for accuracy of statistical data in state and federal reporting

Disseminate information when necessary in response to media inquiries

Develop and maintain relationships with the local media, including newspaper and electronic outlet

Interprets program goals while monitoring compliance with state, federal and local policies and procedures, regulations and division rules

Coordinates with subcontractors to ensure program compliance, accurate reports, and program evaluation

Responds to COVID-19 urgent or emergent events as required to protect the residents and / or staff of Hidalgo County

May conduct public hearings and group discussions related to COVID-19 public health programs, regulations, or proposals

Provide administrative staff informed about progress, milestones, potential and emerging challenges, and feedback

Assists with the development and implementation of policies and procedures that guide and support program services

Act as a department liaison to community and professional groups to coordinate, improve, and stimulate interest in the assigned program or activities

Performs all other related duties as assigned

EDUCATION AND EXPERIENCE

Graduation from an accredited four (4) year college or university with a Bachelor's degree in public administration, business management, public relations, journalism or related field.

Five (5) years of experience in department coordination, business management, or public relations.

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; and of program planning and implementation

Ability to gather, assemble, correlate, and analyze facts; to devise solutions to problems; to prepare reports; to develop and evaluate policies and procedures; to communicate effectively and to supervise the work of others

Good verbal and written communication and presentation skills

Extensive knowledge of social media and emerging communication platforms

Knowledge of English grammar, various communication media uses, format requirements, audiences, etc.

Skill in establishing and maintaining cooperative working relationships with other employees, departments, representatives from the media, civic groups and public

Skills in writing and editing

Ability to perform under stress and when confronted with emergency situations

Knowledge of social, economic, and public health issues; of public health laws and regulations; of medical terminology; and of educational techniques and procedures

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

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