



CERTIFIED
APRIL 14 2010
By Webb County
Civil Service Commission

Program Administrator
Economic Development

ED/6
Pay Grade: 16/A

JOB SUMMARY

The position is responsible for providing program administrative assistance for the operations of the Economic Development Department.

MAJOR DUTIES

- Assists the Director in the Management of the administrative functions of the Department including, but not limited to, coordination with personnel, asset management and implementation of office policies related to department services, and maintaining Director's schedule of activities.
- Assists the Director in the preparation of the Department's budget, prepares, and maintains accurate files/records related to budget requests, asset management, financial administration, purchases, inventory, line-item transfers etc.
- Responsible for all time management records pertaining to the department staff including the preparation and timely submission of the department's feedback documentation, and all paperwork for new, current and past employees.
- Responsible for ensuring the timely completion of projects and activities assigned to the Department's Project Coordinators.
- Responsible for the continuous update of the department's website and Public Access information TV spot.
- Responsible for all department public service announcements, news releases and public information announcements.
- Supervises and directs the Departments secretarial and clerical staff, part-timers, Interns, and any other employee assigned by the Director.
- Establishes and maintains accurate personnel files and records for each employee in the Department.
- Coordinates with Department Staff to schedule on-site project inspections, places items on the Commissioners Court agenda for action, maintain accurate files and records of those items.

- Responsible for organizing and/or coordinating, scheduling and/or conducting public meetings/hearings, special events, presentations, etc.
- Provides executive administrative and secretarial services as needed by the Director.
- Schedules and prepares the agendas, minutes and agenda back up for department committees, work groups and/or Department Divisions for submission to the Commissioners Court.
- Responsible for the preparation, scheduling, documentation of all department travel requests, travel itineraries and scheduling of activities, hotel reservations and travel tickets.
- Responsible for maintaining, coordinating and/or preparing and submitting the documentation necessary for assigned project drawdown's.
- Establishes and maintains accurate records, documentation and Commissioners Court Directives and the Department's project applications.
- Provides notary services as needed and or ensures that notary services are always available within the department.
- Reports to the Director.
- Performs other related work as required and any other duty assigned by the Director.

KNOWLEDGE REQUIRED BY THE POSITION

- Ability to communicate in English and Spanish.
- Must be proficient in the use of computer and Microsoft Software.
- Must have experience in the use of office equipment.

SUPERVISORY CONTROLS

The supervisor assigns work in terms of general instructions. The supervisor spot-checks completed work for compliance with procedures, accuracy, and the nature and propriety of the final results

GUIDELINES

Guidelines include county and department policies and procedures as well as governmental and non-governmental grant requirements. These guidelines require judgment, selection, and interpretation in application

COMPLEXITY/SCOPE OF WORK CONTACTS

- The work consists of varied grant development duties. Strict requirements and deadlines contribute to the complexity of the position.

- The purpose of this position is to develop grant applications to secure funding for department projects. Successful performance contributes to the efficiency and effectiveness of department operations.

PHYSICAL DEMANDS/ WORK ENVIRONMENT

- Must be able to sit or stand for prolonged periods of time.
- Must be able to lift 30-45 lbs. (boxes, files, and other small equipment or devices).
- Must be able to work outdoors as needed.

SUPERVISORY AND MANAGEMENT RESPONSIBILITY

This position has direct supervision over assigned personnel.

MINIMUM QUALIFICATIONS

- Must have at least two years of College or equivalent University hours (60 hrs.) and two years of County government administrative work experience.
- Must have excellent computer knowledge; good communication skills, supervisory experience necessary but not required; above average knowledge of typing and writing skills; and the proven ability to work with public, private and professional groups.

OTHER REQUIREMENT/INFORMATION

- Must possess a valid and current Texas driver's license.
- Drug and Alcohol Policy applies to this job. Pre-employment drug/alcohol testing, Motor Vehicle Record (MVR) and criminal background checks are required.
- This position *is covered* under Civil Service; however, all other Webb County policies apply.

ACKNOWLEDGEMENT

The undersigned have read, discussed and understand the full meaning of this job description and agree to abide by all terms and conditions herein expressed or implied.

Employee's Signature

Print Name

Date

Supervisor's Signature

Print Name

Date