



Webb County
Administrative Services Department

Risk Management

Human Resources

M E M O R A N D U M

TO: Hon. County Judge Danny Valdez
Hon. Commissioner Linda Ramirez
Hon. Commissioner Rosaura Tijerina
Hon. Commissioner John Galo
Hon. Commissioner Jaime Canales

FROM: Cynthia Mares, Administrative Services Director 

DATE: June 16, 2014

RE: DEPARTMENT HEAD EVALUATIONS

Department head evaluations will be held, as agreed to by the Court, on **TUESDAY, JUNE 24th, 2014**. We are looking at starting the evaluations at 9:00 a.m.

We have set up the schedule (enclosed in your binder), for the interviews to be held at 15 minute intervals---granted, you can interview for longer period of time if you so wish.

We have enclosed the individual department head job descriptions, as well as some other resource information.

If you should have questions feel free to contact me at Ext. 4144.

Thank you for your time and attention.

CC: Leroy Medford, Executive Administrator to Court
Marco Montemayor, County Attorney
Ramon Villafranca, Asst. County Attorney
Jeffrey Czar, Asst. County Attorney

Webb County Departments
Under the Purview of Commissioners Court

Department Name	Department Head/Director
1. Administrative Services Department	Cynthia Mares
2. Bruni Community Center	Nelda Cortinas
3. Building Maintenance	Gilberto Garza
4. Director of Precinct 1 Community Centers	Rosa Benavides
5. Economic Development/CAA / Self Help	Juan Vargas
6. El Cenizo Community Center	Ricardo Molina
7. Engineering Department	Luis Perez-Garcia
8. Ernesto J. Salinas Community Center	Griselda Johnson, Interim
9. Fernando A. Salinas Community Center	Jose A. Pantoja
10. Fred M. Anita Bruni Community Center (Peñitas)	Javier Cavazos
11. Head Start Program	Aliza F. Oliveros
12. Indigent Health Care Services	Nancy Cadena
13. La Presa Community Center	Sara Jo Davila
14. Larga Vista Community Center	Gregorio B. Araiza
15. Law Library	Yolanda Carrillo
16. Information Technology	Rafael Pena
17. Medical Examiner	Dr. Corinne Stern
18. Planning & Physical Development	Rhonda M. Tiffin
19. Pre Trial Services	Cornell Mickley
20. Public Defenders	Virginia Aranda, Interim
21. Public Information Officer	Larry Sanchez
22. Rio Bravo Activity Center	Gloria Rendon
23. Rio Bravo Community Center	Virginia Ibarra, Interim
24. Road & Bridge Department	Jose Luis Rodriguez, Interim
25. Veterans Service Office	David Garza
26. Webb County Fire/EMS Chief	Ricardo A. Rangel

Webb County Department Head Evaluations 2014 Schedule

In Alphabetical Order by Department Name

Date: **Tuesday, June 24, 2014**

Time	Department Name	Director	Notes
9:00	Administrative Services	Cynthia Mares	523-4143
9:15	Bruni Community Center	Nelda Cortinas	361-747-5314
9:30	Building Maintenance	Gilberto Garza	721-2404
9:45	Director of Precinct 1 Community Center	Rosa Benavides	523-4660
10:00	Economic Development/Community Action Agency/Self Help	Juan Vargas	523-4182
10:15	El Cenizo Community Center	Ricardo Molina	718-8532
10:30	Engineering Department	Luis Perez-Garcia	523-4055
10:45	Ernesto J. Salinas Community Center	Griselda Johnson, Interim	361-586-4569
11:00	Fernando A. Salinas Community Center	Jose A. Pantoja	722-1458
11:15	Fred M. & Anita Bruni Community Center	Javier Cavazos	956-417-3330
11:30	Head Start Program	Aliza F. Oliveros	795-1515
11:45	Indigent Health Care Services	Nancy Cadena	523-4747
12:00	Lunch Break		
12:15			
12:30			
12:45			
1:00	La Presa Community Center	Sara Jo Davila	795-1661
1:15	Larga Vista Community Center	Gregorio B. Araiza	712-3500
1:30	Law Library	Yolanda Carrillo	523-4267
1:45	Information Technology	Rafael Pena	523-4069
2:00	Medical Examiner	Dr. Corinne Stern	722-7054
2:15	Planning & Physical Development	Rhonda Tiffin	523-4100
2:30	Pre Trial Services	Cornell Mickley	523-4988
2:45	Public Defender	Virginia Aranda, Interim	523-4101
3:00	Public Information Officer	Larry Sanchez	523-4999
3:15	Rio Bravo Activity Center	Gloria Rendon	728-1262
3:30	Rio Bravo Community Center	Virginia Ibarra, Interim	523-4660
3:45	Road & Bridge Department	Jose Luis Rodriguez, Interim	523-5300
4:00	Veterans Office	David Garza	523-4399
4:15	Webb County Fire/EMS Coordinator	Ricardo Rangel	523-5703

Additional Notes:

Time	Department Name	Director	Notes
Time	Department Name	Director	Notes