



*Webb County*  
*Administrative Services Department*

Risk Management

Human Resources

**M E M O R A N D U M**

**TO:** Hon. County Judge Tano E. Tijerina  
Hon. Commissioner Frank Sciaraffa  
Hon. Commissioner Rosaura Tijerina  
Hon. Commissioner John Galo  
Hon. Commissioner Jaime Canales

**FROM:** Cynthia Mares, Administrative Services Director

**DATE:** July 6, 2015

**RE:** DEPARTMENT HEAD EVALUATIONS

Department head evaluations will be held, as agreed to by the Court, on Monday, July 13, 2015. We are looking at starting the evaluations at 1:30 p.m.

We have set up the schedule of departments (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  
Lalo Uribe, Executive Administrator to the Judge

*1110 Washington Street, Suite 204 • Laredo, Texas 78040*  
*(956) 523-4143 phone • (956) 523-5012 fax*





**Webb County Departments  
Under the Purview of Commissioners Court  
(as of July 2015)**

<b>Department Name</b>	<b>Department Head/Director</b>
1. Administrative Services Department	Cynthia Mares
2. Bruni Community Center	Nelda Cortinas
3. Building Maintenance	Luis Perez Garcia, Interim
4. Carlos Aguilar Activity Center	Rachael Rangel
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
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. Larga Vista Community Center	Gregorio B. Araiza
14. Law Library	Yolanda Carrillo
15. Information Technology	Rafael Pena
16. Medical Examiner	Dr. Corinne Stern
17. Mirando Activity Center	Juana Maria Lopez
18. Planning & Physical Development	Rhonda M. Tiffin
19. Pre Trial Services	Cornell Mickley
20. Public Defenders	Virginia Aranda
21. Public Information Officer	Larry Sanchez
22. Rio Bravo Community Center	Virginia Ibarra
23. Road & Bridge Department	Jose Luis Rodriguez
24. Santa Teresita Community Center	Armandina Garcia
25. Veterans Service Office	David Garza
26. Webb County Fire/EMS Chief	Ricardo A. Rangel



**Cynthia Mares**  
**Administrative Services**



## Webb County Employee Performance Evaluation

<b>Employee Name</b>	<b>Position/ Title</b>	<b>Employee ID No.</b>	<b>Date</b>
<b>Period Covered</b>	<b>Evaluation Type:</b> _____ Annual _____ Special	<b>Evaluated By (Name &amp; Title):</b>	

**I. PERFORMANCE**      Circle One Number Only

<b>JOB KNOWLEDGE</b> Degree of familiarity with job procedures and equipment essential to the job. Ability to be innovative.	Poor knowledge of the simplest duties or assignments; has no knowledge of related work.	Limited knowledge of the duties or assignments; has insufficient knowledge of related work.	Satisfactory knowledge of duties or assignments; has fair working knowledge of related work.	Demonstrates knowledge of most phases of job and related work.	Excellent knowledge of all duties, assignments and related duties.	<b>Point</b>
	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	

**COMMENTS**

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<b>DEPENDABILITY</b> Ability to carry out tasks to completion and degree of supervision required.	Unable to carry out tasks to completion without constant supervision and repeated instruction.	Needs frequent supervision or help to complete tasks.	Seeks help when needed. Fulfills responsibilities with some supervision.	Self-starter. Rarely needs assistance to complete job responsibilities on time.	Highly dependable.	<b>Point</b>
	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	

**COMMENTS**

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<b>WORK HABITS</b> Consider attendance and punctuality.	Work habits unsatisfactory. Too poor to retain in job without improvement. Frequently absent or tardy.	Work habits need improvement. Needs counseling. Occasional problems with attendance, punctuality.	Work habits satisfactory. Regular attendance and punctuality.	Work habits very good. Good attendance and punctuality.	Excellent work habits, attendance, rarely misses or is late.	<b>Point</b>
	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	

**COMMENTS**

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<b>COOPERATION</b> Ability to get along with co-workers in support of work group objectives. Willingness to accept supervision.	Fails to cooperate with work group or to contribute to work group objectives. Resents supervision.	Contributes to work group but may have occasional difficulty accepting supervision. Needs prodding.	Maintains good will among co-workers and supports work group objectives. Accepts supervision.	Promotes good will among co-workers. Works actively to complete work group objectives. Willingly accepts supervision.	Excellent cooperation with employees, supervisors, and the public. Responds quickly and positively to supervision.	<b>Point</b>
	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	

**COMMENTS**

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<b>INTERPERSONAL RELATIONS</b> Ability to communicate effectively with the public; degree to which a positive image of agency is projected and sustained.	Very brusque: Does not convey a positive image of the agency.	Tends to be impersonal and perfunctory in dealings with public; lacks professionalism.	Usually is positive and supportive of mission; gives agency good image.	Always gives courteous service; is a good communicator.	Exceptional courtesy, communicates clearly, listens well.	<b>Point</b>
	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	

**COMMENTS**

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<b>QUALITY OF WORK</b> Consider accuracy, attention to detail and neatness to work; need to redo work; Orderliness of work place.	Does poor work; frequently has to redo tasks; tends to be messy.	Does acceptable work but needs more attention to accuracy; sometimes lacks neatness.	Few errors; usually thorough and attentive; generally neat.	Consistently accurate. constant attention to detail; good organizer.	Work is of exceptionally high quality. no rework required. excellent organizer.	<b>Point</b>
	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	

**COMMENTS**

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<b>ADAPTABILITY</b> Ability to quickly adapt to changes in job assignments, methods, personnel, or surroundings.	Resists change. Unwilling to learn new procedures.	Slow to accept change. Adapts with some difficulty.	Easily adapts to change. Learns to use new procedures quickly.	Responds to change as a positive challenge. Demonstrates initiative in learning new procedures.	Undisturbed by change. Welcomes new assignments.	Point
	1	2	3	4	5	
<b>COMMENTS</b>						

**(A) Total Performance Points (Maximum 35 Points):** \_\_\_\_\_

<b>II. EVALUATE (On 1-4 Scale)</b>	Hardly Ever 1	Seldom 2	Usually 3	Almost Always 4
Follows attendance and punctuality rules				
Observes safety rules and regulations				
Maintains neat and orderly work area				
Completes assignments timely and accurately				
Participates in meetings, training, and special events				

**(B) Total Evaluate Points (Maximum 20 Points):** \_\_\_\_\_

<b>OVERALL RATING SCALE:</b>				<b>(A + B) = Total Overall Points:</b> _____
1-20 Unacceptable	33-45 Satisfactory	51-55 Outstanding		
21-32 Unsatisfactory	46-50 Excellent			<b>Overall Rating:</b> _____

<b>III. ACTION PLAN &amp; GOALS FOR EMPLOYEE</b> (To be filled out by evaluator. Attach additional sheets if necessary)

<b>IV. EVALUATOR'S COMMENTS</b> (Attach additional sheets if necessary)

<b>V. RECOMMENDED ACTION</b>	
The Employee (IS), (IS NOT) recommended for <b>Continued Employment</b> .	
If the employee (IS NOT) recommended for Continued Employment, (HE) / (SHE) is being placed on <i>performance notice</i> for a period of three (3), six (6) months, or <b>Termination</b> .	
My signature indicates that the appraisal interview has been completed and discussed. I understand that I have the right to respond in writing within 5 working days and to have these comments attached to this performance appraisal. My signature <i>does not</i> necessarily mean that I agree with this report.	
Employee Signature _____	Date: _____
Evaluator Signature _____	Date: _____

**WEBB COUNTY  
ADMINISTRATIVE SERVICES  
JOB DESCRIPTION**

**JOB TITLE: DIRECTOR**  
**DEPARTMENT: ADMINISTRATIVE SERVICES**  
**SLOT NUMBER: 862**

**JOB SUMMARY:**

Responsible for managing the Risk Management and Human Resources departments to insure the programs are administered properly. Supervises the Workers' Comp, Safety and Claims, Employee Benefits programs, Retiree program, and Human Services.

**ESSENTIAL DUTIES AND REQUIREMENTS:**

1. Manages all Risk Management and Human Resources employees and functions.
2. Administers all County insurance programs, including self insured contracts.
3. Seek alternative methods of insuring Webb County against all losses, including property, personal injury, Workers' Compensation and group health, dental, prescription, and life claims.
4. Conduct research and analyze all insurance programs for the possibility of procuring proposals and/or renewals for the upcoming fiscal year.
5. Prepare and initiate reports necessary for specifications for all Webb County Insurance Programs.
6. Reviews specifications for request for proposals issued for all lines of coverage to ensure compatibility with Webb County's needs.
7. Must develop good working relationship with all insurance carriers, agents, and representatives, as well as County elected officials, department heads, supervisors and staff.
8. Be available and on call 24 hours per day, 7 days per week to receive and investigate any report of loss that involves Webb County property and/or personnel.
9. Act as liaison with all claimants against Webb County to minimize possibility of litigation.
10. Develop comprehensive safety program for Webb County to identify and control risk.

**PHYSICAL REQUIREMENTS:**

- Must be able to sit or stand for prolonged periods of time.
- Must be able to lift 30 lbs. (books, files, file boxes, computer equipment and small devices).

**DRUG/ALCOHOL POLICY:**

Drug/Alcohol Policy applies to this job. Pre-employment drug/alcohol testing is required.

**SAFETY REGULATIONS:**

Required to comply and adhere to County policies.

**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 and/or implied.

\_\_\_\_\_  
Employee Signature/Date

\_\_\_\_\_  
Supervisor's Signature/Date

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Printed Name

**WEBB COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER AND COMPLIES  
WITH THE AMERICAN WITH DISABILITIES ACT.**

## Sample Questions

Answers should be as specific as possible.

- ◆ What do you consider to be your major on-the-job accomplishments since your last review?
- ◆ List your areas of strengths and areas needing improvement.
- ◆ How thorough is your knowledge of the facets and workings of your position? What additional information and/or training would be helpful?
- ◆ Are there any changes that could be made to improve your effectiveness?
- ◆ What skills or new knowledge would you like to develop to improve your performance?
- ◆ What can you or the County do to improve your performance and increase your overall job satisfaction?
- ◆ How would you assess communication within your department?
- ◆ What are your long-range career objectives and what are your plans to accomplish these objectives? Objectives include potential job rotations, promotions, additional job responsibilities, education, and training.
- ◆ What goals would you be interested in working toward between now and the next performance evaluation?
- ◆ How will you measure progress toward these goals?



**Nelda Cortinas**  
**Bruni Community Center**



# Webb County Employee Performance Evaluation

<b>Employee Name</b>	<b>Position/ Title</b>	<b>Employee ID No.</b>	<b>Date</b>
<b>Period Covered</b>	<b>Evaluation Type:</b> _____ Annual _____ Special	<b>Evaluated By (Name &amp; Title):</b>	

**I. PERFORMANCE**      Circle One Number Only

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	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	

**COMMENTS**

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<b>DEPENDABILITY</b> Ability to carry out tasks to completion and degree of supervision required.	Unable to carry out tasks to completion without constant supervision and repeated instruction.	Needs frequent supervision or help to complete tasks.	Seeks help when needed. Fulfills responsibilities with some supervision.	Self-starter. Rarely needs assistance to complete job responsibilities on time.	Highly dependable.	<b>Point</b>
	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	

**COMMENTS**

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<b>WORK HABITS</b> Consider attendance and punctuality.	Work habits unsatisfactory. Too poor to retain in job without improvement. Frequently absent or tardy.	Work habits need improvement. Needs counseling. Occasional problems with attendance, punctuality.	Work habits satisfactory. Regular attendance and punctuality.	Work habits very good. Good attendance and punctuality.	Excellent work habits, attendance, rarely misses or is late.	<b>Point</b>
	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	

**COMMENTS**

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**COMMENTS**

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<b>INTERPERSONAL RELATIONS</b> Ability to communicate effectively with the public; degree to which a positive image of agency is projected and sustained.	Very brusque: Does not convey a positive image of the agency.	Tends to be impersonal and perfunctory in dealings with public: lacks professionalism.	Usually is positive and supportive of mission: gives agency good image.	Always gives courteous service; is a good communicator.	Exceptional courtesy, communicates clearly, listens well.	<b>Point</b>
	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	

**COMMENTS**

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**COMMENTS**

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<b>ADAPTABILITY</b> Ability to quickly adapt to changes in job assignments, methods, personnel, or surroundings.	Resists change. Unwilling to learn new procedures.	Slow to accept change. Adapts with some difficulty.	Easily adapts to change. Learns to use new procedures quickly.	Responds to change as a positive challenge. Demonstrates initiative in learning new procedures.	Undisturbed by change. Welcomes new assignments.	<b>Point</b>
	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	
<b>COMMENTS</b>						

**(A) Total Performance Points (Maximum 35 Points):** \_\_\_\_\_

<b>II. EVALUATE (On 1-4 Scale)</b>	Hardly Ever <b>1</b>	Seldom <b>2</b>	Usually <b>3</b>	Almost Always <b>4</b>
Follows attendance and punctuality rules				
Observes safety rules and regulations				
Maintains neat and orderly work area				
Completes assignments timely and accurately				
Participates in meetings, training, and special events				

**(B) Total Evaluate Points (Maximum 20 Points):** \_\_\_\_\_

<b>OVERALL RATING SCALE:</b>			<b>(A + B) = Total Overall Points:</b> _____
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<b>IV. EVALUATOR'S COMMENTS</b> (Attach additional sheets if necessary)

<b>V. RECOMMENDED ACTION</b>	
The Employee (IS), (IS NOT) recommended for <b>Continued Employment</b> .	
If the employee (IS NOT) recommended for Continued Employment, (HE) / (SHE) is being placed on <i>performance notice</i> for a period of three (3), six (6) months, or <b>Termination</b> .	
My signature indicates that the appraisal interview has been completed and discussed. I understand that I have the right to respond in writing within 5 working days and to have these comments attached to this performance appraisal. My signature <i>does not</i> necessarily mean that I agree with this report.	
Employee Signature _____	Date: _____
Evaluator Signature _____	Date: _____

**WEBB COUNTY  
JOB DESCRIPTION**

**TITLE:** Director  
**DEPARTMENT:** 6108 Bruni Community Center  
**SLOT NUMBER:** 2202  
**REVISION DATE:** October 6, 2011

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**JOB SUMMARY:**

Performs a variety of management tasks required for proper operation of department. Coordinate a variety of services, activities, and to ensure that they are carried out in a professional matter.

**CHARACTERISTIC/ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Coordinates and develops short and long range plans for the Center
- Responsible for preparing annual Operational Budget for Center
- Responsible for evaluating Center employees on an annual basis
- Must be dependable, remain conscientious, accurate and able to run an effective office
- Must maintain a professional appearance at all time
- Must have effective leadership and organizational skills
- Must be able to understand and provide routine information within specified policies and procedures regarding department services or policies to the public or other county employees in person, over the telephone, or by mail
- Produce and edit routine letters, memorandums, reports, and other materials from rough draft or detailed notes
- Coordinate flexible hours for the center to accommodate our youth/adults needs (i.e. after school hours and working individuals)
- Up keep daily postings of the county webpage for Bruni Community Center
- Greet the general public and direct visitors to appropriate personnel
- Generate reports, lists, or other information from data previously entered in a computer system
- Proper representation on behalf of a Commissioner where the center lays within the county precinct in case he/she cannot attend a function
- Coordinate outreach programs to benefit Center service area
- Schedule meetings and activities
- Coordinate special events as needed
- Available to be called to open the center all night in case of emergency as a shelter for the residence of the area
- Attend weekly meetings with all center Directors to discuss any upcoming events

- Operate a personal computer to access pre-established programs to input or retrieve information
- Answer and direct calls using a multi-line telephone system
- Sort and file documents and reports according to predetermined methods and classifications
- Receive and sort incoming and outgoing mail
- Arrange travel and lodging for conferences
- Attend Conference both in town as well as out-of-town as necessary
- Fax correspondence, make copies, and run office errands
- Maintain effective systems for accounts, receipts and expenditures of funds
- Working longer hours if necessary
- Perform other related work as required and any other duty assigned

**QUALIFICATION STANDARDS:**

- Must possess a High School diploma or equivalent (GED)
- One to two years experience in Management
- Must possess sound judgment and demonstrate professionalism in daily operations
- Must have knowledge of standard office equipment including personal computer and software programs
- Must be able to communicate in English and Spanish

**PHYSICAL REQUIREMENTS:**

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

**OTHER REQUIRMENTS/INFORMATION:**

- Must possess a valid and current Texas driver's license.
- Drug and Alcohol Policy applies to this job. Pre-employment drug/alcohol testing and criminal background checks are required.
- This position is *not* covered under Civil Service; however, all other Webb County Policies apply.

**SUPERVISORY:** Supervised directly by Webb County Commissioners Court

**Luis Perez-Garcia, Interim  
Building Maintenance**





# Webb County Employee Performance Evaluation

<b>Employee Name</b>	<b>Position / Title</b>	<b>Employee ID No.</b>	<b>Date</b>
<b>Period Covered</b>	<b>Evaluation Type:</b> ___ Annual ___ Special	<b>Evaluated By (Name &amp; Title):</b>	

## I. PERFORMANCE Circle One Number Only

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	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	

**COMMENTS**

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**COMMENTS**

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	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	
<b>COMMENTS</b> _____ _____						

**(A) Total Performance Points (Maximum 35 Points):** \_\_\_\_\_

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<b>Employee Signature</b> _____	<b>Date:</b> _____
<b>Evaluator Signature</b> _____	<b>Date:</b> _____

## **WEBB COUNTY JOB DESCRIPTION**

**TITLE:** DIRECTOR OF FACILITIES AND MAINTENANCE  
**DEPARTMENT:** WEBB COUNTY BUILDING MAINTENANCE  
**SLOT NUMBER:** 43  
**REVISION DATE:** 05/29/2012

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### **JOB SUMMARY:**

The Director of Facilities and Maintenance is directly responsible to Commissioner's Court. The role of the Director of Facilities and Maintenance is to assure that the physical environment for Webb County employees and their constituents is efficiently maintained. The Director is responsible for the operation and maintenance of facilities, plant equipment and custodial services. Must possess knowledge of computerized plant maintenance systems. Must develop, monitor and control budgets and expenditures within the Facilities and Maintenance departments. Must be able to provide cost estimation, equipment specifications, budgeting recommendations, repairs and alteration recommendations, personnel technical training and personnel safety training.

### **CHARACTERISTIC/ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Establishes department goals and objectives and keeps the responsible executive officers informed of status of these goals and objectives. Provides leadership for Facilities and Maintenance departments in the attainment of established goals and objectives.
  - Assures that facilities and maintenance employees are customer oriented and that they understand that support service personnel exist to serve Webb County administrators, staff and their constituents.
  - Assures that facilities and maintenance employees have adequate knowledge and training in their field and practice safe working habits.
  - Assures that all facilities and maintenance have adequate knowledge of Webb County policies and procedures and abide by them.
  - Allocates and manages financial and physical resources within the Facilities and Maintenance departments.
  - Develops and implements short-range and long-range plans of the Facilities and Maintenance departments.
  - Develops and implements quality control programs of the Facilities and Maintenance department.
  - Monitors utilities quality control programs of the Facilities and Maintenance department.
  - Interprets wiring diagrams and equipment manuals to diagnose malfunctioning equipment using testing equipment.
  - Directs activities of workers engaged in remodeling of existing building or construction of new facilities and assures compliance with city building codes.
  - Must possess the technical and management skills necessary to supervise technical personnel in the operation and maintenance of buildings, plant equipment, air conditioning and heating systems and custodial services.
- Directs activities of workers engaged in installing, repairing, and inspecting electrical and mechanical equipment; and assures compliance with National and City codes.

- Directs activities of workers engaged in installing, repairing and servicing heating, ventilating, and air conditioning equipment; and assures compliance with standards of the Air Conditioning Contractors of America.
- Directs activities of workers engaged in cleaning, sweeping, mopping, waxing and polishing floors and general cleaning of the furniture, fixtures, equipment and restrooms.
- Adheres to all policies and procedures as prescribed by Webb County.
- Observe and insure that all safety precautions, rules and requirements are followed.
- Perform additional duties as assigned by Commissioner's Court.

#### **QUALIFICATION STANDARDS:**

- Bachelor's Degree from an accredited U.S. institution of higher learning in Building Construction, Engineering, Architecture, or related field required.
- Commissioners Court reserves the right to substitute experience for education.
- Five years as Facilities and Maintenance Director of multi-storied facility systems, two (2) of which must have been in a supervisory or management capacity.

#### **SKILLS AND ABILITIES:**

- Must be proficient in use of computer and Microsoft software.
- Must be able to handle multiple priorities and work under deadline pressure.
- Must possess good interpersonal skills in dealing and communicating with elected officials, department heads, employees, co-workers, agencies and the general public to ensure a service oriented environment.
- Must be able to communicate in English and Spanish.

#### **PHYSICAL REQUIREMENTS:**

- Must be able to sit or stand or walk for prolonged periods of time.
- Must be able to lift 30-45 lbs.
- Must be able to work beyond a normal workday as needed.
- Must be able to work outdoors as needed.

#### **OTHER REQUIREMENTS/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 *not* covered under Civil Service; however, all other Webb County Policies apply.

#### **SUPERVISORY:**

- Supervised directly by Commissioner Court.

**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 Signature

\_\_\_\_\_  
Supervisor Signature

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Printed Title

\_\_\_\_\_  
Printed Title

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

**WEBB COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER AND COMPLIES  
WITH THE AMERICAN WITH DISABILITIES ACT.**

**Rachael Rangel**  
**Carlos Aguilar Activity Center**





# Webb County Employee Performance Evaluation

<b>Employee Name</b>	<b>Position / Title</b>	<b>Employee ID No.</b>	<b>Date</b>
<b>Period Covered</b>	<b>Evaluation Type:</b> ___ Annual ___ Special	<b>Evaluated By (Name &amp; Title):</b>	

**I. PERFORMANCE**      Circle One Number Only

<b>JOB KNOWLEDGE</b> Degree of familiarity with job procedures and equipment essential to the job. Ability to be innovative.	Poor knowledge of the simplest duties or assignments; has no knowledge of related work.	Limited knowledge of the duties or assignments; has insufficient knowledge of related work.	Satisfactory knowledge of duties or assignments; has fair working knowledge of related work.	Demonstrates knowledge of most phases of job and related work.	Excellent knowledge of all duties, assignments and related duties.	<b>Point</b>
	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	

**COMMENTS**

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<b>DEPENDABILITY</b> Ability to carry out tasks to completion and degree of supervision required.	Unable to carry out tasks to completion without constant supervision and repeated instruction.	Needs frequent supervision or help to complete tasks.	Seeks help when needed. Fulfills responsibilities with some supervision.	Self-starter. Rarely needs assistance to complete job responsibilities on time.	Highly dependable.	<b>Point</b>
	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	

**COMMENTS**

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<b>WORK HABITS</b> Consider attendance and punctuality.	Work habits unsatisfactory. Too poor to retain in job without improvement. Frequently absent or tardy.	Work habits need improvement. Needs counseling. Occasional problems with attendance, punctuality.	Work habits satisfactory. Regular attendance and punctuality.	Work habits very good. Good attendance and punctuality.	Excellent work habits, attendance, rarely misses or is late.	<b>Point</b>
	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	

**COMMENTS**

---

<b>COOPERATION</b> Ability to get along with co-workers in support of work group objectives. Willingness to accept supervision.	Fails to cooperate with work group or to contribute to work group objectives. Resents supervision.	Contributes to work group but may have occasional difficulty accepting supervision. Needs prodding.	Maintains good will among co-workers and supports work group objectives. Accepts supervision.	Promotes good will among co-workers. Works actively to complete work group objectives. Willingly accepts supervision.	Excellent cooperation with employees, supervisors, and the public. Responds quickly and positively to supervision.	<b>Point</b>
	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	

**COMMENTS**

---

<b>INTERPERSONAL RELATIONS</b> Ability to communicate effectively with the public; degree to which a positive image of agency is projected and sustained.	Very brusque: Does not convey a positive image of the agency.	Tends to be impersonal and perfunctory in dealings with public; lacks professionalism.	Usually is positive and supportive of mission; gives agency good image.	Always gives courteous service; is a good communicator.	Exceptional courtesy, communicates clearly, listens well.	<b>Point</b>
	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	

**COMMENTS**

---

<b>QUALITY OF WORK</b> Consider accuracy, attention to detail and neatness to work; need to redo work; Order of work place.	Does poor work; frequently has to redo tasks; tends to be messy.	Does acceptable work but needs more attention to accuracy; sometimes lacks neatness.	Few errors; usually thorough and attentive; generally neat.	Consistently accurate, constant attention to detail; good organizer.	Work is of exceptionally high quality, no rework required, excellent organizer.	<b>Point</b>
	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	

**COMMENTS**

---

<b>ADAPTABILITY</b> Ability to quickly adapt to changes in job assignments, methods, personnel, or surroundings.	Resists change. Unwilling to learn new procedures.	Slow to accept change. Adapts with some difficulty.	Easily adapts to change. Learns to use new procedures quickly.	Responds to change as a positive challenge. Demonstrates initiative in learning new procedures.	Undisturbed by change. Welcomes new assignments.	<b>Point</b>
	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	
<b>COMMENTS</b>						

**(A) Total Performance Points (Maximum 35 Points):** \_\_\_\_\_

<b>II. EVALUATE (On 1-4 Scale)</b>	<b>Hardly Ever 1</b>	<b>Seldom 2</b>	<b>Usually 3</b>	<b>Almost Always 4</b>
Follows attendance and punctuality rules				
Observes safety rules and regulations				
Maintains neat and orderly work area				
Completes assignments timely and accurately				
Participates in meetings, training, and special events				

**(B) Total Evaluate Points (Maximum 20 Points):** \_\_\_\_\_

<b>OVERALL RATING SCALE:</b>			<b>(A + B) = Total Overall Points:</b> _____
1-20 Unacceptable	33-45 Satisfactory	51-55 Outstanding	<b>Overall Rating:</b> _____
21-32 Unsatisfactory	46-50 Excellent		

<b>III. ACTION PLAN &amp; GOALS FOR EMPLOYEE</b> (To be filled out by evaluator. Attach additional sheets if necessary)

<b>IV. EVALUATOR'S COMMENTS</b> (Attach additional sheets if necessary)

<b>V. RECOMMENDED ACTION</b>	
The Employee (IS), (IS NOT) recommended for <b>Continued Employment</b> .	
If the employee (IS NOT) recommended for Continued Employment, (HE) / (SHE) is being placed on <i>performance notice</i> for a period of three (3), six (6) months, or <b>Termination</b> .	
My signature indicates that the appraisal interview has been completed and discussed. I understand that I have the right to respond in writing within 5 working days and to have these comments attached to this performance appraisal. My signature <i>does not</i> necessarily mean that I agree with this report.	
<b>Employee Signature</b> _____	<b>Date:</b> _____
<b>Evaluator Signature</b> _____	<b>Date:</b> _____

**WEBB COUNTY  
JOB DESCRIPTION**

**CERTIFIED**

**TITLE:** Director  
**DEPARTMENT:** El Cenizo Activity Center  
**SLOT NUMBER:** 2806  
**REVISION DATE:** July 22, 2014

**JUL 22 2014**  
By Webb County  
Civil Service Commission

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**JOB SUMMARY:** This position is responsible for directing the operations of an assigned Precinct 1 Community Center.

**CHARACTERISTIC/ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Coordinates and develops short and long range plans for the center.
- Schedules center activities and meetings.
- Coordinates outreach programs to benefit service area community members.
- Coordinates center programming.
- Prepares annual operational budgets for the center.
- Maintains effective systems for accounts, receipts, and expenditures.
- Hires, trains, assigns, directs, schedules, and supervise personnel.
- Evaluates center employees on an annual basis.
- Generates reports, lists, or other information from data previously entered in a computer system.
- Responds to afterhours emergencies.
- Attends weekly staff meetings.
- Maintains center inventory; coordinates purchases as needed.
- Tracks weekly, monthly, and annual attendance figures.
- Performs related duties.

**QUALIFICATION STANDARDS:**

- Must have a High School Diploma or GED from an accredited institution.

**SKILLS AND ABILITIES:**

- Ability to communicate in English and Spanish.
- Knowledge of supervisory principles and practices.
- Knowledge of community center policies, procedures, goals, and objectives.
- Knowledge of budget management principles.
- Knowledge of relevant federal and state laws, county ordinances, and department policies and procedures.
- Knowledge of computer and job-related software programs.
- Skill in management and supervision.
- Skill in problem solving.
- Skill in prioritizing and planning.
- Skill in interpersonal relations.

**Juan Vargas**  
**Economic**  
**Development/CAA/Self Help**



## Webb County Employee Performance Evaluation

<b>Employee Name</b>	<b>Position/ Title</b>	<b>Employee ID No.</b>	<b>Date</b>
<b>Period Covered</b>	<b>Evaluation Type:</b> _____ Annual _____ Special	<b>Evaluated By (Name &amp; Title):</b>	

**I. PERFORMANCE**      Circle One Number Only

<b>JOB KNOWLEDGE</b> Degree of familiarity with job procedures and equipment essential to the job. Ability to be innovative.	Poor knowledge of the simplest duties or assignments; has no knowledge of related work.	Limited knowledge of the duties or assignments; has insufficient knowledge of related work.	Satisfactory knowledge of duties or assignments; has fair working knowledge of related work.	Demonstrates knowledge of most phases of job and related work.	Excellent knowledge of all duties, assignments and related duties.	<b>Point</b>
	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	

**COMMENTS**

---

<b>DEPENDABILITY</b> Ability to carry out tasks to completion and degree of supervision required.	Unable to carry out tasks to completion without constant supervision and repeated instruction.	Needs frequent supervision or help to complete tasks.	Seeks help when needed. Fulfills responsibilities with some supervision.	Self-starter. Rarely needs assistance to complete job responsibilities on time.	Highly dependable.	<b>Point</b>
	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	

**COMMENTS**

---

<b>WORK HABITS</b> Consider attendance and punctuality.	Work habits unsatisfactory. Too poor to retain in job without improvement. Frequently absent or tardy.	Work habits need improvement. Needs counseling. Occasional problems with attendance, punctuality.	Work habits satisfactory. Regular attendance and punctuality.	Work habits very good. Good attendance and punctuality.	Excellent work habits, attendance, rarely misses or is late.	<b>Point</b>
	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	

**COMMENTS**

---

<b>COOPERATION</b> Ability to get along with co-workers in support of work group objectives. Willingness to accept supervision.	Fails to cooperate with work group or to contribute to work group objectives. Resents supervision.	Contributes to work group but may have occasional difficulty accepting supervision. Needs prodding.	Maintains good will among co-workers and supports work group objectives. Accepts supervision.	Promotes good will among co-workers. Works actively to complete work group objectives. Willingly accepts supervision.	Excellent cooperation with employees, supervisors, and the public. Responds quickly and positively to supervision.	<b>Point</b>
	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	

**COMMENTS**

---

<b>INTERPERSONAL RELATIONS</b> Ability to communicate effectively with the public; degree to which a positive image of agency is projected and sustained.	Very brusque: Does not convey a positive image of the agency.	Tends to be impersonal and perfunctory in dealings with public; lacks professionalism.	Usually is positive and supportive of mission; gives agency good image.	Always gives courteous service; is a good communicator.	Exceptional courtesy, communicates clearly, listens well.	<b>Point</b>
	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	

**COMMENTS**

---

<b>QUALITY OF WORK</b> Consider accuracy, attention to detail and neatness to work; need to redo work; Orderliness of work place.	Does poor work; frequently has to redo tasks; tends to be messy.	Does acceptable work but needs more attention to accuracy; sometimes lacks neatness.	Few errors, usually thorough and attentive; generally neat.	Consistently accurate, constant attention to detail; good organizer.	Work is of exceptionally high quality, no rework required, excellent organizer.	<b>Point</b>
	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	

**COMMENTS**

---

<b>ADAPTABILITY</b> Ability to quickly adapt to changes in job assignments, methods, personnel, or surroundings.	Resists change. Unwilling to learn new procedures.	Slow to accept change. Adapts with some difficulty.	Easily adapts to change. Learns to use new procedures quickly.	Responds to change as a positive challenge. Demonstrates initiative in learning new procedures.	Undisturbed by change. Welcomes new assignments.	<b>Point</b>
	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	
<b>COMMENTS</b>						

**(A) Total Performance Points (Maximum 35 Points):** \_\_\_\_\_

<b>II. EVALUATE (On 1-4 Scale)</b>	<b>Hardly Ever 1</b>	<b>Seldom 2</b>	<b>Usually 3</b>	<b>Almost Always 4</b>
Follows attendance and punctuality rules				
Observes safety rules and regulations				
Maintains neat and orderly work area				
Completes assignments timely and accurately				
Participates in meetings, training, and special events				

**(B) Total Evaluate Points (Maximum 20 Points):** \_\_\_\_\_

<b>OVERALL RATING SCALE:</b>			<b>(A + B) = Total Overall Points:</b> _____
1-20 Unacceptable	33-45 Satisfactory	51-55 Outstanding	
21-32 Unsatisfactory	46-50 Excellent		<b>Overall Rating:</b> _____

<b>III. ACTION PLAN &amp; GOALS FOR EMPLOYEE</b> (To be filled out by evaluator. Attach additional sheets if necessary)

<b>IV. EVALUATOR'S COMMENTS</b> (Attach additional sheets if necessary)

<b>V. RECOMMENDED ACTION</b>	
The Employee (IS), (IS NOT) recommended for <b>Continued Employment</b> .	
If the employee (IS NOT) recommended for Continued Employment, (HE) / (SHE) is being placed on <i>performance notice</i> for a period of three (3), six (6) months, or <b>Termination</b> .	
My signature indicates that the appraisal interview has been completed and discussed. I understand that I have the right to respond in writing within 5 working days and to have these comments attached to this performance appraisal. My signature <i>does not</i> necessarily mean that I agree with this report.	
Employee Signature _____	Date: _____
Evaluator Signature _____	Date: _____



**JOB DESCRIPTION FORM**

**DEPARTMENT**                      Economic Development

**SLOT NO.**                              015                              **DEPARTMENT NO.**                      0104

**NAME OF EMPLOYEE CURRENTLY HOLDING POSITON**

**JOB TITLE**                              Economic Development Director

**JOB DESCRIPTIION:**

**Area of Responsibility –**

Subject to the determination of policy, to plan, direct and coordinate grant writing activities for the County of Webb; to administer specific economic development projects and/or related projects for Webb County; to coordinate County economic development project with State and Federal funding agencies as required.

**Typical Tasks –**

Formulates and administers the planning and grant writing activities for the County of Webb; prepares proposals and applications for economic development projects and provides technical assistance to other County Departments in the development and preparation of projects and applications. Responsible for data collection, analysis and subsequent updates of County demographic data, ascertaining infrastructure problems/needs and determining eligibility of projects to alleviate same. Responsible for the preparation of monthly and quarterly progress reports on all economic development projects under the administration of the County. Will need to foster good working relationships with local, State and Federal agencies in efforts to maximize the County's participation in available grant and loan programs. And all other duties as directed by the Commissioners Court of Webb County.

**Employment Standards –**

Advanced Business Degree preferred, Bachelors of Business Administration required from and accredited college or university an at least 20 years experience in lead grant writing and application preparation. Knowledge of County, State and Federal government operations, knowledge of the principles and practices of comprehensive planning and community development; ability to work with public, private and professional groups.

EXECUTIVE DIRECTOR OF C.A.A

JOB DISCRIPTION

TITLE: EXECUTIVE DIRECTOR

DEPARTMENT: OVERALL AGENCY WEBB COUNTY CAA

REVISION DATE: July 27, 2003

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**BASIC FUNCTIONS AND RESPONSIBILITY:** The Executive Director plans, develops, administers all agency programs polices, practices, procedures; provides leadership, development of all program directors and administrative staff; develops, coordinates and manages budgets and reports for all program areas; ensures that all program guidelines are in compliance with established local, state, federal contracts. In addition, the Executive Director provides coordinated management thru the establishment of program goals and objectives for the agency and programs within, as well as the clarification and evaluation of these goals.

The Executive Director promotes, facilitates, and fosters communication within the Advisory Board, agency, departments, and community it serves.

The Executive Director is directly responsible to the County Commissioners Court, with direction, guidance, supervision channeled thru the CAA Advisory Board.

**CHARACTERISTIC DUTIES AND RESPONSIBILITIES:**

1. Develops, plans and maintains polices, practices and procedures for the timely and most effective delivery of programs and services.
2. Provides leadership in developing program and organizational plans with the staff, Advisory Board, Commissioners Court.
3. Ensures that the agency has long range strategy which achieves its mission, and toward which it makes consistent and timely progress; sets appropriate priorities of needs and services to be provided.
4. Prepares appropriate program budgets and subsequently adheres to them, utilizes finances, facilities, equipment, materials, etc to minimize costs; actually practices cost containment.

5. Evaluates how well goals and objectives have been met thru systematic reviews; implements remedial measures when necessary.
6. Demonstrates quality of analysis and judgment in program planning, implementation and evaluation.
7. Complies with established polices, procedures and directives; conducts department functions in accordance with applicable laws, statutes and regulations.
8. Identifies problems and acts to rectify them by employing analytical thinking and sound judgment.
9. Responsible for preparing all departmental budgets.
10. Ensures that accurate records are kept and maintained for all program areas.
11. Establishes and makes use of an effective management team.
12. Maintains appropriate balance between administration and programs.
13. Promotes cooperation and team work among employees; establishes high standards of conduct and job performance for staff; maintains open communication channels; delegates work effectively; leads by example.
14. Ensures that job descriptions are developed, and regular performance evaluations are held and documented.
15. Encourages staff development and education.
16. Maintains a climate which attracts and motivates a diverse staff of top quality people.
17. Assures adequate control and accounting of all funds.
18. Works closely with Advisory Board to ensure that agency operates within budget, program guidelines.
19. Requires little work direction; exhibits persistence and initiative; puts forth a consistent, energetic effort; assumes full and complete responsibility for accomplishment of agency functions.
20. Serves as an effective spokesperson for the agency; has good, sound, working relationship with Advisory Board and Commissioners Court.

21. Treats all with respect, dignity and creates an atmosphere of mutual respect and trust; fosters leadership in others; creates an environment in which others feel ownership for results and feel comfortable to take action to achieve desired results.
22. Works well with Advisory Board and Commissioners Court as a whole.
23. Provides appropriate, adequate, and timely information to the Board and Court.
24. Sees that the Board and Court are kept informed on the condition of the agency and all important factors influencing it.
25. Possesses realistic knowledge and competence of the field and keeps current on technical, professional principles, practices, and standards.
26. Maintains professional demeanor on a consistent basis.
27. Assesses issues and problems; discusses situations based on merits of cases presented; personal loyalties, biases, etc, do not influence agency, program decisions; personal decisions are made on basis of equal opportunity and objective job-related criteria.
28. Adapts well to change, both internally and externally.
29. Represents the agency in community projects.
30. Performs any and all duties as assigned by Commissioners Court.

**SUPERVISION RECEIVED:** Receives authority, direction and guidance from Commissioners Court and Advisory Board; is accountable for decision-making relative to such authority.

**SUPERVISION EXERCISED:** Executive Director is responsible for program directors and administrative personnel.

**QUALIFICATION STANDARDS:** Bachelors Degree, Business;  
Masters Degree preferred.

**EXPERIENCE:**

At least 5 years administrative / management experience working with project, development, grant writing, budgets, leadership, performance-based standards.

**SKILLS AND ABILITIES:**

- Good, strong communication skills with some public speaking experience; must demonstrate good, oral, written, interpersonal skills.
- Good writing skills.
- Must have good computer working knowledge in MS word, excel, power point and other software programs and applications.
- Must be able to handle multiple tasks
- Must be strongly motivated; self-starter; detailed-minded; organized.
- Must be committed to the County and agency's philosophy and mission.

Webb County Community Action Agency  
Self-Help Center  
Job Description  
Director

**Description:**

Responsible for the day to day administration and operation of the Self-Help Center complex and the supervision of its staff.

**Supervision:**

Directly supervised by the Webb County Community Action Agency Executive Director.

**Typical Physical Demands:**

The job requires sitting, stooping and bending on a regular basis. The job may require moving and lifting up to 20 pounds. The job requires driving and the use of standard office equipment such as computer, telephone, calculators and copiers.

**Essential Functions:**

1. Directly responsible for overseeing and fulfilling the SHC contract performance statement, special conditions and financial contractual obligations with TDHCA/OCI.
2. Directly responsible for oversight of SHC Grant Program Budget including the County matching funds.
3. Directly responsible for all TDHCA/OCI or local SHC reporting requirements.
4. Coordinates with city, county, state and federal agencies to ensure SHC grant program compliance.
5. Maintains working relationship with local elected officials, county department heads, colonia service providers, colonia resident leaders and colonia residents.
6. Coordinates the collection of all reporting data and analyzes this data for all purposes.
7. And any other duties or responsibilities as assigned by the supervising Department Head.

**Secondary Functions:**

1. Supervises and manages Self-Help Center personnel.
2. Monitors and is responsible for all expenditures, encumbrances and income generated by the Self-Help Center.
3. Monitors the exchange of information between project and third parties.
4. Coordinates the development and adherence to the Self-Help Center operating policies and procedures.

**Minimal Qualifications Required:**

Minimum educational requirements are a Bachelor's Degree from an accredited college / university, a minimum of five years paid experience in community development or related community work. Experience working with HUD, TDHCA, or CSBG programs preferred. Valid Texas Drivers License.

**Knowledge, Skills and Abilities:**

1. Ability to work effectively with a variety of individuals and groups.
2. Knowledge of land development, infrastructure concepts and designs, surveying, platting and similar skills associated with community development.
3. Knowledge of residential construction and rehabilitation, cost estimating and inspection.
4. Skills in researching, compiling and summarizing a variety of information.
5. Ability to effectively communicate verbally and in writing in both English and Spanish.
6. Ability to work flexible hours.
7. Working knowledge of computer operating systems.



**Griselda Johnson**  
**Ernesto J. Salinas Community**  
**Center**



# Webb County Employee Performance Evaluation

<b>Employee Name</b>	<b>Position/ Title</b>	<b>Employee ID No.</b>	<b>Date</b>
<b>Period Covered</b>	<b>Evaluation Type:</b> ___ Annual ___ Special	<b>Evaluated By (Name &amp; Title):</b>	

**I. PERFORMANCE**    Circle One Number Only

<b>JOB KNOWLEDGE</b> Degree of familiarity with job procedures and equipment essential to the job. Ability to be innovative.	Poor knowledge of the simplest duties or assignments; has no knowledge of related work.	Limited knowledge of the duties or assignments; has insufficient knowledge of related work.	Satisfactory knowledge of duties or assignments; has fair working knowledge of related work.	Demonstrates knowledge of most phases of job and related work.	Excellent knowledge of all duties, assignments and related duties.	<b>Point</b>
	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	

**COMMENTS**

---

<b>DEPENDABILITY</b> Ability to carry out tasks to completion and degree of supervision required.	Unable to carry out tasks to completion without constant supervision and repeated instruction.	Needs frequent supervision or help to complete tasks.	Seeks help when needed. Fulfills responsibilities with some supervision.	Self-starter. Rarely needs assistance to complete job responsibilities on time.	Highly dependable.	<b>Point</b>
	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	

**COMMENTS**

---

<b>WORK HABITS</b> Consider attendance and punctuality.	Work habits unsatisfactory. Too poor to retain in job without improvement. Frequently absent or tardy.	Work habits need improvement. Needs counseling. Occasional problems with attendance, punctuality.	Work habits satisfactory. Regular attendance and punctuality.	Work habits very good. Good attendance and punctuality.	Excellent work habits, attendance, rarely misses or is late.	<b>Point</b>
	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	

**COMMENTS**

---

<b>COOPERATION</b> Ability to get along with co-workers in support of work group objectives. Willingness to accept supervision.	Fails to cooperate with work group or to contribute to work group objectives. Resents supervision.	Contributes to work group but may have occasional difficulty accepting supervision. Needs prodding.	Maintains good will among co-workers and supports work group objectives. Accepts supervision.	Promotes good will among co-workers. Works actively to complete work group objectives. Willingly accepts supervision.	Excellent cooperation with employees, supervisors, and the public. Responds quickly and positively to supervision.	<b>Point</b>
	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	

**COMMENTS**

---

<b>INTERPERSONAL RELATIONS</b> Ability to communicate effectively with the public; degree to which a positive image of agency is projected and sustained.	Very brusque: Does not convey a positive image of the agency.	Tends to be impersonal and perfunctory in dealings with public: lacks professionalism.	Usually is positive and supportive of mission: gives agency good image.	Always gives courteous service; is a good communicator.	Exceptional courtesy, communicates clearly, listens well.	<b>Point</b>
	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	

**COMMENTS**

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<b>QUALITY OF WORK</b> Consider accuracy, attention to detail and neatness to work, need to redo work: Orderliness of work place.	Does poor work; frequently has to redo tasks; tends to be messy.	Does acceptable work but needs more attention to accuracy; sometimes lacks neatness.	Few errors, usually thorough and attentive; generally neat.	Consistently accurate, constant attention to detail; good organizer.	Work is of exceptionally high quality, no rework required, excellent organizer.	<b>Point</b>
	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	

**COMMENTS**

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<b>ADAPTABILITY</b> Ability to quickly adapt to changes in job assignments, methods, personnel, or surroundings.	Resists change. Unwilling to learn new procedures.	Slow to accept change. Adapts with some difficulty.	Easily adapts to change. Learns to use new procedures quickly.	Responds to change as a positive challenge. Demonstrates initiative in learning new procedures.	Undisturbed by change. Welcomes new assignments.	<b>Point</b> _____
	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	
<b>COMMENTS</b> _____ _____						

**(A) Total Performance Points (Maximum 35 Points):** \_\_\_\_\_

<b>II. EVALUATE (On 1-4 Scale)</b>	Hardly Ever <b>1</b>	Seldom <b>2</b>	Usually <b>3</b>	Almost Always <b>4</b>
Follows attendance and punctuality rules				
Observes safety rules and regulations				
Maintains neat and orderly work area				
Completes assignments timely and accurately				
Participates in meetings, training, and special events				

**(B) Total Evaluate Points (Maximum 20 Points):** \_\_\_\_\_

<b>OVERALL RATING SCALE:</b> 1-20 Unacceptable      33-45 Satisfactory      51-55 Outstanding 21-32 Unsatisfactory      46-50 Excellent			<b>(A + B) = Total Overall Points:</b> _____
			<b>Overall Rating:</b> _____

<b>III. ACTION PLAN &amp; GOALS FOR EMPLOYEE</b> (To be filled out by evaluator. Attach additional sheets if necessary)

<b>IV. EVALUATOR'S COMMENTS</b> (Attach additional sheets if necessary)

<b>V. RECOMMENDED ACTION</b> The Employee (IS), (IS NOT) recommended for <b>Continued Employment</b> . If the employee (IS NOT) recommended for Continued Employment, (HE) / (SHE) is being placed on <i>performance notice</i> for a period of three (3), six (6) months, or <b>Termination</b> . My signature indicates that the appraisal interview has been completed and discussed. I understand that I have the right to respond in writing within 5 working days and to have these comments attached to this performance appraisal. My signature <i>does not</i> necessarily mean that I agree with this report.	
<b>Employee Signature</b> _____	<b>Date:</b> _____
<b>Evaluator Signature</b> _____	<b>Date:</b> _____

**WEBB COUNTY  
JOB DESCRIPTION**

**TITLE:** Director

**DEPARTMENT:** 6100 Ernesto J. Salinas Community Center

**SLOT NUMBER:** 0914

**REVISION DATE:** October 6, 2011

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**JOB SUMMARY:**

Performs a variety of management tasks required for proper operation of department. Coordinate a variety of services, activities, and to ensure that they are carried out in a professional matter.

**CHARACTERISTIC/ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Coordinates and develops short and long range plans for the Center
- Responsible for preparing annual Operational Budget for Center
- Responsible for evaluating Center employees on an annual basis
- Must be dependable, remain conscientious, accurate and able to run an effective office
- Must maintain a professional appearance at all time
- Must have effective leadership and organizational skills
- Must be able to understand and provide routine information within specified policies and procedures regarding department services or policies to the public or other county employees in person, over the telephone, or by mail
- Produce and edit routine letters, memorandums, reports, and other materials from rough draft or detailed notes
- Coordinate flexible hours for the center and library services to accommodate our youth/adults needs (i.e. after school hours and working individuals)
- Up keep daily postings of the county webpage for Ernesto J. Salinas Community Center
- Greet the general public and direct visitors to appropriate personnel
- Generate reports, lists, or other information from data previously entered in a computer system
- Proper representation on behalf of a Commissioner where the center lays within the county precinct in case he/she cannot attend a function
- Coordinate outreach programs to benefit Center service area
- Schedule meetings and activities
- Coordinate special events as needed
- Available to be called to open the center all night in case of emergency as a shelter for the residence of the area
- Attend weekly meetings with all center Directors to discuss any upcoming events

- Operate a personal computer to access pre-established programs to input or retrieve information
- Answer and direct calls using a multi-line telephone system
- Sort and file documents and reports according to predetermined methods and classifications
- Receive and sort incoming and outgoing mail
- Arrange travel and lodging for conferences
- Attend Conference both in town as well as out-of-town as necessary
- Fax correspondence, make copies, and run office errands
- Maintain effective systems for accounts, receipts and expenditures of funds
- Working longer hours if necessary
- Perform other related work as required and any other duty assigned

**QUALIFICATION STANDARDS:**

- Must possess a High School diploma or equivalent (GED)
- One to two years experience in Management
- Must possess sound judgment and demonstrate professionalism in daily operations
- Must have knowledge of standard office equipment including personal computer and software programs
- Must be able to communicate in English and Spanish

**PHYSICAL REQUIREMENTS:**

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

**OTHER REQUIRMENTS/INFORMATION:**

- Must possess a valid and current Texas driver's license.
- Drug and Alcohol Policy applies to this job. Pre-employment drug/alcohol testing and criminal background checks are required.
- This position is *not* covered under Civil Service; however, all other Webb County Policies apply.

**SUPERVISORY:** Supervised directly by Webb County Commissioners Court

**Ricardo Molina**  
**El Cenizo Community Center**



## Webb County Employee Performance Evaluation

<b>Employee Name</b>	<b>Position/Title</b>	<b>Employee ID No.</b>	<b>Date</b>
<b>Period Covered</b>	<b>Evaluation Type:</b> ___ Annual ___ Special	<b>Evaluated By (Name &amp; Title):</b>	

**I. PERFORMANCE**      Circle One Number Only

<b>JOB KNOWLEDGE</b> Degree of familiarity with job procedures and equipment essential to the job. Ability to be innovative.	Poor knowledge of the simplest duties or assignments; has no knowledge of related work.	Limited knowledge of the duties or assignments; has insufficient knowledge of related work.	Satisfactory knowledge of duties or assignments; has fair working knowledge of related work.	Demonstrates knowledge of most phases of job and related work.	Excellent knowledge of all duties, assignments and related duties.	<b>Point</b>
	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	

**COMMENTS**

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<b>DEPENDABILITY</b> Ability to carry out tasks to completion and degree of supervision required.	Unable to carry out tasks to completion without constant supervision and repeated instruction.	Needs frequent supervision or help to complete tasks.	Seeks help when needed. Fulfills responsibilities with some supervision.	Self-starter. Rarely needs assistance to complete job responsibilities on time.	Highly dependable.	<b>Point</b>
	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	

**COMMENTS**

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<b>WORK HABITS</b> Consider attendance and punctuality.	Work habits unsatisfactory. Too poor to retain in job without improvement. Frequently absent or tardy.	Work habits need improvement. Needs counseling. Occasional problems with attendance, punctuality.	Work habits satisfactory. Regular attendance and punctuality.	Work habits very good. Good attendance and punctuality.	Excellent work habits, attendance, rarely misses or is late.	<b>Point</b>
	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	

**COMMENTS**

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<b>COOPERATION</b> Ability to get along with co-workers in support of work group objectives. Willingness to accept supervision.	Fails to cooperate with work group or to contribute to work group objectives. Resents supervision.	Contributes to work group but may have occasional difficulty accepting supervision. Needs prodding.	Maintains good will among co-workers and supports work group objectives. Accepts supervision.	Promotes good will among co-workers. Works actively to complete work group objectives. Willingly accepts supervision.	Excellent cooperation with employees, supervisors, and the public. Responds quickly and positively to supervision.	<b>Point</b>
	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	

**COMMENTS**

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<b>INTERPERSONAL RELATIONS</b> Ability to communicate effectively with the public; degree to which a positive image of agency is projected and sustained.	Very brusque: Does not convey a positive image of the agency.	Tends to be impersonal and perfunctory in dealings with public: lacks professionalism.	Usually is positive and supportive of mission: gives agency good image.	Always gives courteous service; is a good communicator.	Exceptional courtesy, communicates clearly, listens well.	<b>Point</b>
	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	

**COMMENTS**

---

<b>QUALITY OF WORK</b> Consider accuracy, attention to detail and neatness to work, need to redo work: Order of work place.	Does poor work; frequently has to redo tasks; tends to be messy.	Does acceptable work but needs more attention to accuracy; sometimes lacks neatness.	Few errors; usually thorough and attentive; generally neat.	Consistently accurate, constant attention to detail; good organizer.	Work is of exceptionally high quality, no rework required, excellent organizer.	<b>Point</b>
	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	

**COMMENTS**

---



<b>ADAPTABILITY</b> Ability to quickly adapt to changes in job assignments, methods, personnel, or surroundings.	Resists change. Unwilling to learn new procedures.	Slow to accept change. Adapts with some difficulty.	Easily adapts to change. Learns to use new procedures quickly.	Responds to change as a positive challenge. Demonstrates initiative in learning new procedures.	Undisturbed by change. Welcomes new assignments.	<b>Point</b>
	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	
<b>COMMENTS</b>						

**(A) Total Performance Points (Maximum 35 Points):** \_\_\_\_\_

<b>II. EVALUATE (On 1-4 Scale)</b>	<b>Hardly Ever 1</b>	<b>Seldom 2</b>	<b>Usually 3</b>	<b>Almost Always 4</b>
Follows attendance and punctuality rules				
Observes safety rules and regulations				
Maintains neat and orderly work area				
Completes assignments timely and accurately				
Participates in meetings, training, and special events				

**(B) Total Evaluate Points (Maximum 20 Points):** \_\_\_\_\_

<b>OVERALL RATING SCALE:</b>			<b>(A + B) = Total Overall Points:</b> _____
1-20 Unacceptable	33-45 Satisfactory	51-55 Outstanding	<b>Overall Rating:</b> _____
21-32 Unsatisfactory	46-50 Excellent		

<b>III. ACTION PLAN &amp; GOALS FOR EMPLOYEE</b> (To be filled out by evaluator. Attach additional sheets if necessary)

<b>IV. EVALUATOR'S COMMENTS</b> (Attach additional sheets if necessary)

<b>V. RECOMMENDED ACTION</b>	
The Employee (IS), (IS NOT) recommended for <b>Continued Employment</b> .	
If the employee (IS NOT) recommended for Continued Employment, (HE) / (SHE) is being placed on <i>performance notice</i> for a period of three (3), six (6) months, or <b>Termination</b> .	
My signature indicates that the appraisal interview has been completed and discussed. I understand that I have the right to respond in writing within 5 working days and to have these comments attached to this performance appraisal. My signature <i>does not</i> necessarily mean that I agree with this report.	
<b>Employee Signature</b> _____	<b>Date:</b> _____
<b>Evaluator Signature</b> _____	<b>Date:</b> _____

## Job Description Form

Department El Cenizo Community Center

Slot No. 0628 Department No. 6101

Name of Employee currently holding position Ricardo Molina

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Job Title Director

Job Description:

Essential Duties:

- \* Understand and provide routine information within specified policies and procedures regarding department services or policies to the public or other county employees in person, over the telephone, or by mail
- \* Produce and edit routine letters, memorandums, reports, and other materials from rough draft or detailed notes
- \* Greet the general public and direct visitors to appropriate personnel
  
- \* Generate reports, lists, or other information from data previously entered in a computer system
  
- \* Proper representation on behalf of a Commissioner where the center lays within the county precinct in case he/she cannot attend a function
- \* Schedule of meetings and activities
  
- \* Coordinate special events as needed

- \* Effective leadership and organizational skills
  
- \* Available to be called to open the center all night in case of emergency as a Shelter for the residence of the area
- \* Oversee the daily operation of the Boys and Girls Club
  
- \* Attend weekly meetings with all center Directors to discuss any up coming events
  
- \* Drive into town on a weekly basis for any information that needs to be reported
  
- \* Operate a personal computer to access pre-established programs to input or retrieve information
- \* Operate modern office equipment
  
- \* Answer and direct calls using a multi-line telephone system
  
- \* Sort and file documents and reports according to predetermined methods and classifications
- \* Receive and sort incoming and outgoing mail
  
- \* Arrange travel and lodging for conferences
  
- \* Attend Conference both in town as well as out-of-town
  
- \* Fax correspondence, make copies, and run office errands
  
- \* Have excellent language skills both in English and Spanish
  
- \* Dependable - remain conscientious, accurate and reliable for an effective office
  
- \* Maintain a professional appearance at all time

- \* Maintain effective systems for accounts, receipts and expenditures of funds
- \* Working longer hours if necessary
- \* Perform other related work as required and any other duty assigned
- \* Reports to the Honorable County Judge and Commissioners Court

**Luis Perez-Garcia**  
**Engineering Department**



## Webb County Employee Performance Evaluation

<b>Employee Name</b>	<b>Position/ Title</b>	<b>Employee ID No.</b>	<b>Date</b>
<b>Period Covered</b>	<b>Evaluation Type:</b> _____ Annual _____ Special	<b>Evaluated By (Name &amp; Title):</b>	

**I. PERFORMANCE**      Circle One Number Only

<b>JOB KNOWLEDGE</b> Degree of familiarity with job procedures and equipment essential to the job. Ability to be innovative.	Poor knowledge of the simplest duties or assignments; has no knowledge of related work.	Limited knowledge of the duties or assignments; has insufficient knowledge of related work.	Satisfactory knowledge of duties or assignments; has fair working knowledge of related work.	Demonstrates knowledge of most phases of job and related work.	Excellent knowledge of all duties, assignments and related duties.	<b>Point</b>
	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	

**COMMENTS**

---

<b>DEPENDABILITY</b> Ability to carry out tasks to completion and degree of supervision required.	Unable to carry out tasks to completion without constant supervision and repeated instruction.	Needs frequent supervision or help to complete tasks.	Seeks help when needed. Fulfills responsibilities with some supervision.	Self-starter. Rarely needs assistance to complete job responsibilities on time.	Highly dependable.	<b>Point</b>
	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	

**COMMENTS**

---

<b>WORK HABITS</b> Consider attendance and punctuality.	Work habits unsatisfactory. Too poor to retain in job without improvement. Frequently absent or tardy.	Work habits need improvement. Needs counseling. Occasional problems with attendance, punctuality.	Work habits satisfactory. Regular attendance and punctuality.	Work habits very good. Good attendance and punctuality.	Excellent work habits, attendance, rarely misses or is late.	<b>Point</b>
	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	

**COMMENTS**

---

<b>COOPERATION</b> Ability to get along with co-workers in support of work group objectives. Willingness to accept supervision.	Fails to cooperate with work group or to contribute to work group objectives. Resents supervision.	Contributes to work group but may have occasional difficulty accepting supervision. Needs prodding.	Maintains good will among co-workers and supports work group objectives. Accepts supervision.	Promotes good will among co-workers. Works actively to complete work group objectives. Willingly accepts supervision.	Excellent cooperation with employees, supervisors, and the public. Responds quickly and positively to supervision.	<b>Point</b>
	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	

**COMMENTS**

---

<b>INTERPERSONAL RELATIONS</b> Ability to communicate effectively with the public; degree to which a positive image of agency is projected and sustained.	Very brusque: Does not convey a positive image of the agency.	Tends to be impersonal and perfunctory in dealings with public; lacks professionalism.	Usually is positive and supportive of mission; gives agency good image.	Always gives courteous service; is a good communicator.	Exceptional courtesy, communicates clearly, listens well.	<b>Point</b>
	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	

**COMMENTS**

---

<b>QUALITY OF WORK</b> Consider accuracy, attention to detail and neatness to work; need to redo work; Order of work place.	Does poor work; frequently has to redo tasks; tends to be messy.	Does acceptable work but needs more attention to accuracy; sometimes lacks neatness.	Few errors; usually thorough and attentive; generally neat.	Consistently accurate. constant attention to detail; good organizer.	Work is of exceptionally high quality, no rework required, excellent organizer.	<b>Point</b>
	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	

**COMMENTS**

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# WEBB COUNTY JOB DESCRIPTION

**TITLE:** WEBB COUNTY ENGINEER AND UTILITIES DIRECTOR  
**DEPARTMENT:** ENGINEERING  
**SLOT NUMBER:** 1298  
**REVISION DATE:** 05/29/2012

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## **JOB SUMMARY:**

Project management for all infrastructure improvement projects including, but not limited to, coordinating with engineers and contractors on ongoing and future projects ensuring the uninterrupted water and wastewater services in Rio Bravo, El Cenizo and other areas in the county's certificate of convenience and necessity. Project management of construction projects including, but not limited to, roads, bridges, storm drainage, transportation, County public facilities, R.O.W. acquisition, rail district and other improvements undertaken by the County.

## **CHARACTERISTIC/ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Plans, directs and controls the Engineering Department and Utilities Department.
- Serves as Webb County's Emergency Management Coordinator. Reports directly to the County Judge in this capacity.
- Serves as the Webb County's local emergency Planning Director for Homeland Security and natural disasters. Activities include coordination with Federal, State, City, Schools and local agencies.
- Provides technical assistance to the County Judge, Commissioners Court, Elected Officials and Department Heads in all matters defined by the job description.
- Provides recommendations to the County Judge, Commissioners Court, Elected Officials and Department Heads in the identification and prioritization of County Projects Including all financial matters related thereto.
- Plans, designs and coordinates with Texas Department of Transportation on the Border Colonia access paving program in Webb County.
- Plans, coordinates and identifies funding resources with Texas Department of Transportation in the construction of Off-Systems Bridges in Webb County.
- Assists the County Auditor and Administrative Services Director in the appraisal of county assets.
- Coordinates with other department heads particularly, the offices'/Departments' of Economic Development, Planning, County Attorney, Purchasing, Treasurer and Auditor.
- Provides grant administration of all projects related to roads, bridges, water, wastewater, storm drainage, solid waste and county buildings and facilities.
- Plans, assigns and schedules subordinate employees; instructs and trains in proper methods and procedures, checks and approves work, conducts employee evaluations and makes hiring recommendations.
- Insures that current and future projects are inspected and recommends approval of payments to contractors, architects and engineers.
- Receives and attempts to resolve complaints from customers and taxpayers.
- Prepares budget and five-year Capital Improvement Plan (CIP) and prepares necessary department reports.
- Approves plans and specifications for new subdivisions in the County.
- Assures that the County water and wastewater facilities meet state and federal requirements. Inspect and review private water wells to insure compliance with the model subdivision rules.
- Manages the acquisition of real property in the colonias necessary for water, wastewater, road and storm drainage improvements.

- Manages the platting of colonias to qualify for financial assistance for water and wastewater improvements.
- Participates in the planning and design process of providing water, wastewater, roads and storm drainage for the colonias.
- Assists the Road & Bridge Superintendent in solid waste management for the County.
- Assists the County Attorney's office in preparing Engineering/Architectural and Construction contracts.
- Assists the Purchasing Agent in preparing the Scope of work for Professional Services required for architects and engineers.
- Reports to the County Judge and Commissioners Court.

#### **QUALIFICATIONS:**

- Bachelor's degree from an accredited college or university in Engineering, Business Administration or Public Administration or related field.
- Registered Professional Engineer Licensed in the State of Texas is required.
- Minimum of 5-7 years in Municipal Engineering Experience.
- Minimum of 2-3 years Management and Supervising Experience to include interviewing, counseling, training and evaluating staff.

The following are preferred but not required. If hired applicants must obtain these licenses within three to five (3-5) years from date of employment.

- Class "A" Water operator license with the Texas Commission of Environmental Quality (TCEQ)
- Class "B" wastewater operator license with the "TCEQ".

#### **SKILLS AND ABILITIES:**

- Must be proficient in use of computer and Microsoft software.
- Ability to handle multiple priorities and work under deadline pressure.
- Knowledge of Federal, State, and local laws pertaining to Engineering, Construction, etc.
- Must possess good interpersonal skills in dealing and communicating with elected officials, department heads, employees, co-workers, agencies and the general public to ensure a service-oriented environment.
- Must maintain confidentiality of records and employee issues.
- Must be able to communicate in English and Spanish.

#### **PHYSICAL REQUIREMENTS:**

- Must be able to sit or stand for prolonged periods of time.
- Must be able to lift 30-50 lbs.

#### **OTHER REQUIREMENTS/INFORMATION:**

- Must be able to work weekends when needed.
- 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 *not* covered under Civil Service; however, all other Webb County Policies apply.

#### **SUPERVISORY:**

- Supervised directly by Commissioners Court.

**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 and/or implied.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Supervisor's Signature

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Printed Title

\_\_\_\_\_  
Printed Title

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

**WEBB COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER AND COMPLIES WITH THE  
AMERICAN WITH DISABILITIES ACT**

**Jose A. Pantoja**  
**Fernando A. Salinas Community**  
**Center**



## Webb County Employee Performance Evaluation

<b>Employee Name</b>	<b>Position/ Title</b>	<b>Employee ID No.</b>	<b>Date</b>
<b>Period Covered</b>	<b>Evaluation Type:</b> ___ Annual ___ Special	<b>Evaluated By (Name &amp; Title):</b>	

**I. PERFORMANCE**      Circle One Number Only

<b>JOB KNOWLEDGE</b> Degree of familiarity with job procedures and equipment essential to the job. Ability to be innovative.	Poor knowledge of the simplest duties or assignments; has no knowledge of related work.	Limited knowledge of the duties or assignments; has insufficient knowledge of related work.	Satisfactory knowledge of duties or assignments; has fair working knowledge of related work.	Demonstrates knowledge of most phases of job and related work.	Excellent knowledge of all duties, assignments and related duties.	<b>Point</b>
	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	

**COMMENTS**

---

<b>DEPENDABILITY</b> Ability to carry out tasks to completion and degree of supervision required.	Unable to carry out tasks to completion without constant supervision and repeated instruction.	Needs frequent supervision or help to complete tasks.	Seeks help when needed. Fulfills responsibilities with some supervision.	Self-starter. Rarely needs assistance to complete job responsibilities on time.	Highly dependable.	<b>Point</b>
	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	

**COMMENTS**

---

<b>WORK HABITS</b> Consider attendance and punctuality.	Work habits unsatisfactory. Too poor to retain in job without improvement. Frequently absent or tardy.	Work habits need improvement. Needs counseling. Occasional problems with attendance, punctuality.	Work habits satisfactory. Regular attendance and punctuality.	Work habits very good. Good attendance and punctuality.	Excellent work habits, attendance, rarely misses or is late.	<b>Point</b>
	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	

**COMMENTS**

---

<b>COOPERATION</b> Ability to get along with co-workers in support of work group objectives. Willingness to accept supervision.	Fails to cooperate with work group or to contribute to work group objectives. Resents supervision.	Contributes to work group but may have occasional difficulty accepting supervision. Needs prodding.	Maintains good will among co-workers and supports work group objectives. Accepts supervision.	Promotes good will among co-workers. Works actively to complete work group objectives. Willingly accepts supervision.	Excellent cooperation with employees, supervisors, and the public. Responds quickly and positively to supervision.	<b>Point</b>
	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	

**COMMENTS**

---

<b>INTERPERSONAL RELATIONS</b> Ability to communicate effectively with the public; degree to which a positive image of agency is projected and sustained.	Very brusque: Does not convey a positive image of the agency.	Tends to be impersonal and perfunctory in dealings with public; lacks professionalism.	Usually is positive and supportive of mission; gives agency good image.	Always gives courteous service; is a good communicator.	Exceptional courtesy, communicates clearly, listens well.	<b>Point</b>
	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	

**COMMENTS**

---

<b>QUALITY OF WORK</b> Consider accuracy, attention to detail and neatness to work; need to redo work. Orderliness of work place.	Does poor work; frequently has to redo tasks; tends to be messy.	Does acceptable work but needs more attention to accuracy; sometimes lacks neatness.	Few errors; usually thorough and attentive; generally neat.	Consistently accurate, constant attention to detail; good organizer.	Work is of exceptionally high quality, no rework required, excellent organizer.	<b>Point</b>
	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	

**COMMENTS**

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**WEBB COUNTY  
JOB DESCRIPTION**

**TITLE:** Director  
**DEPARTMENT:** Fernando A. Salinas Community Center  
**SLOT NUMBER:** 2287  
**REVISION DATE:** 1/3/11

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**JOB SUMMARY:**

Performs a variety of Management tasks required for proper operation of department. Coordinate a variety of services, activities, and ensure that they are carried out in a professional matter.

**CHARACTERISTIC/ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Coordinates and develops short and long range plans for the Center
- Responsible for preparing annual Operational Budget for Center
- Responsible for evaluating Center employees on an annual basis
- Must be dependable, remain conscientious, accurate and able to run an effective office
- Must maintain a professional appearance at all time
- Must have effective leadership and organizational skills
- Must be able to understand and provide routine information within specified policies and procedures regarding department services or policies to the public or other county employees in person, over the telephone, or by mail
- Produce and edit routine letters, memorandums, reports, and other materials from rough draft or detailed notes
- Coordinate flexible hours for the center and library services to accommodate our youth/adults needs (i.e. after school hours and working individuals)
- Produce and edit the Webb County Community Center Newsletter
- Up keep daily postings of the county webpage for Buenos Aires Community Center
- Greet the general public and direct visitors to appropriate personnel
- Generate reports, lists, or other information from data previously entered in a computer system
- Proper representation on behalf of a Commissioner where the center lays within the county precinct in case he/she cannot attend a function
- Coordinate outreach programs to benefit Center service area
- Schedule of meetings and activities
- Coordinate special events as needed
- Available to be called to open the center all night in case of emergency as a shelter for the residence of the area
- Attend weekly meetings with all center Directors to discuss any upcoming events
- Operate a personal computer to access pre-established programs to input or retrieve



information

- Answer and direct calls using a multi-line telephone system
- Sort and file documents and reports according to predetermined methods and classifications
- Receive and sort incoming and outgoing mail
- Arrange travel and lodging for conferences
- Attend Conference both in town as well as out-of-town as necessary
- Fax correspondence, make copies, and run office errands
- Maintain effective systems for accounts, receipts and expenditures of funds
- Working longer hours if necessary
- Perform other related work as required and any other duty assigned
- **Must be able to perform at least 80% of all job duties described herein.**
- Reports to the Honorable County Judge and Commissioners Court.

#### **QUALIFICATION STANDARDS:**

- Bachelor's Degree or 60 hours (Experience may be substituted for Education)
- Previous Governmental Experience Required (Local, State, Federal)
- Previous Legislative Experience Necessary
- One to two years' experience in Management

#### **SKILLS AND ABILITIES**

- Must possess sound judgment and demonstrate professionalism in daily operations
- Must have knowledge of standard office equipment including personal computer and software programs
- Must be able to communicate in English and Spanish

#### **PHYSICAL REQUIREMENTS:**

- Must be able to sit or stand for prolonged periods of time
- Must be able to lift 30-45 lbs
- Must be able to work outdoors as needed

#### **OTHER REQUIRMENTS/INFORMATION:**

- Must possess a valid and current Texas driver's license.
- Drug and Alcohol Policy applies to this job. Pre-employment drug/alcohol testing and criminal background checks are required.
- This position is *not* covered under Civil Service; however, all other Webb County Policies apply.

**SUPERVISORY:**

- Supervised directly by Webb County Commissioners Court

**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 SIGNATURE**

\_\_\_\_\_  
**SUPERVISOR SIGNATURE**

\_\_\_\_\_  
**PRINTED NAME**

\_\_\_\_\_  
**PRINTED NAME**

\_\_\_\_\_  
**PRINTED TITLE**

\_\_\_\_\_  
**PRINTED TITLE**

\_\_\_\_\_  
**DATE**

\_\_\_\_\_  
**DATE**

**Javier Cavazos**  
**Fred M. Anita Bruni Community**  
**Center (Penitas)**



# Webb County Employee Performance Evaluation

<b>Employee Name</b>	<b>Position/ Title</b>	<b>Employee ID No.</b>	<b>Date</b>
<b>Period Covered</b>	<b>Evaluation Type:</b> _____ Annual _____ Special	<b>Evaluated By (Name &amp; Title):</b>	

**I. PERFORMANCE**      Circle One Number Only

<b>JOB KNOWLEDGE</b> Degree of familiarity with job procedures and equipment essential to the job. Ability to be innovative.	Poor knowledge of the simplest duties or assignments; has no knowledge of related work.	Limited knowledge of the duties or assignments; has insufficient knowledge of related work.	Satisfactory knowledge of duties or assignments; has fair working knowledge of related work.	Demonstrates knowledge of most phases of job and related work.	Excellent knowledge of all duties, assignments and related duties.	<b>Point</b>
	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	

**COMMENTS**

---

<b>DEPENDABILITY</b> Ability to carry out tasks to completion and degree of supervision required.	Unable to carry out tasks to completion without constant supervision and repeated instruction.	Needs frequent supervision or help to complete tasks.	Seeks help when needed. Fulfills responsibilities with some supervision.	Self-starter. Rarely needs assistance to complete job responsibilities on time.	Highly dependable.	<b>Point</b>
	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	

**COMMENTS**

---

<b>WORK HABITS</b> Consider attendance and punctuality.	Work habits unsatisfactory. Too poor to retain in job without improvement. Frequently absent or tardy.	Work habits need improvement. Needs counseling. Occasional problems with attendance, punctuality.	Work habits satisfactory. Regular attendance and punctuality.	Work habits very good. Good attendance and punctuality.	Excellent work habits, attendance, rarely misses or is late.	<b>Point</b>
	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	

**COMMENTS**

---

<b>COOPERATION</b> Ability to get along with co-workers in support of work group objectives. Willingness to accept supervision.	Fails to cooperate with work group or to contribute to work group objectives. Resents supervision.	Contributes to work group but may have occasional difficulty accepting supervision. Needs prodding.	Maintains good will among co-workers and supports work group objectives. Accepts supervision.	Promotes good will among co-workers. Works actively to complete work group objectives. Willingly accepts supervision.	Excellent cooperation with employees, supervisors, and the public. Responds quickly and positively to supervision.	<b>Point</b>
	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	

**COMMENTS**

---

<b>INTERPERSONAL RELATIONS</b> Ability to communicate effectively with the public; degree to which a positive image of agency is projected and sustained.	Very brusque: Does not convey a positive image of the agency.	Tends to be impersonal and perfunctory in dealings with public; lacks professionalism.	Usually is positive and supportive of mission; gives agency good image.	Always gives courteous service; is a good communicator.	Exceptional courtesy, communicates clearly, listens well.	<b>Point</b>
	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	

**COMMENTS**

---

<b>QUALITY OF WORK</b> Consider accuracy, attention to detail and neatness to work; need to redo work; Orderliness of work place.	Does poor work; frequently has to redo tasks; tends to be messy.	Does acceptable work but needs more attention to accuracy; sometimes lacks neatness.	Few errors; usually thorough and attentive; generally neat.	Consistently accurate, constant attention to detail; good organizer.	Work is of exceptionally high quality, no rework required, excellent organizer.	<b>Point</b>
	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	

**COMMENTS**

---

<b>ADAPTABILITY</b> Ability to quickly adapt to changes in job assignments, methods, personnel, or surroundings.	Resists change. Unwilling to learn new procedures.	Slow to accept change. Adapts with some difficulty.	Easily adapts to change. Learns to use new procedures quickly.	Responds to change as a positive challenge. Demonstrates initiative in learning new procedures.	Undisturbed by change. Welcomes new assignments.	<b>Point</b>
	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	
<b>COMMENTS</b>						

**(A) Total Performance Points (Maximum 35 Points):** \_\_\_\_\_

<b>II. EVALUATE (On 1-4 Scale)</b>	<b>Hardly Ever 1</b>	<b>Seldom 2</b>	<b>Usually 3</b>	<b>Almost Always 4</b>
Follows attendance and punctuality rules				
Observes safety rules and regulations				
Maintains neat and orderly work area				
Completes assignments timely and accurately				
Participates in meetings, training, and special events				

**(B) Total Evaluate Points (Maximum 20 Points):** \_\_\_\_\_

<b>OVERALL RATING SCALE:</b>			<b>(A + B) = Total Overall Points:</b> _____
1-20 Unacceptable	33-45 Satisfactory	51-55 Outstanding	<b>Overall Rating:</b> _____
21-32 Unsatisfactory	46-50 Excellent		

<b>III. ACTION PLAN &amp; GOALS FOR EMPLOYEE</b> (To be filled out by evaluator. Attach additional sheets if necessary)

<b>IV. EVALUATOR'S COMMENTS</b> (Attach additional sheets if necessary)

<b>V. RECOMMENDED ACTION</b>	
The Employee (IS), (IS NOT) recommended for <b>Continued Employment</b> .	
If the employee (IS NOT) recommended for Continued Employment, (HE) / (SHE) is being placed on <i>performance notice</i> for a period of three (3), six (6) months, or <b>Termination</b> .	
My signature indicates that the appraisal interview has been completed and discussed. I understand that I have the right to respond in writing within 5 working days and to have these comments attached to this performance appraisal. My signature <i>does not</i> necessarily mean that I agree with this report.	
<b>Employee Signature</b> _____	<b>Date:</b> _____
<b>Evaluator Signature</b> _____	<b>Date:</b> _____

FY 2007-2008

## Job Description Form

Department Fred & Anita Bruni Community Center

Slot No. 2285 Department No. 6104

Name of Employee currently holding position: \_\_\_\_\_

Job Title: Director

Job Description:

Essential Duties:

- Understand and provide routine information within specified policies and procedures regarding department services or policies to the public or other county employees in person, over the telephone, or by mail
- Produce and edit routine letters, memorandums, reports, and other materials from rough draft or detailed notes
- Coordinates and develops short and long range plans for the Center
- Coordinate flexible hours for the center and library services to accommodate our youth/adults needs (i.e. after school hours and working individuals)
- Greet the general public and direct visitors to appropriate personnel
- Generate reports, lists, or other information from data previously entered in a computer system
- Proper representation on behalf of a Commissioner where the center lays

within the county precinct in case he/she cannot attend a function

- Coordinate outreach programs
- Schedule of meetings and activities
- Coordinate special events as needed
- Effective leadership and organizational skills
- Available to be called to open the center all night in case of emergency as a Shelter for the residence of the area
- Attend weekly meetings with all center Directors to discuss any up coming events
- Operate a personal computer to access pre-established programs to input or retrieve information
- Operate modern office equipment
- Answer and direct calls using a multi-line telephone system
- Sort and file documents and reports according to predetermined methods and classifications
- Receive and sort incoming and outgoing mail
- Arrange travel and lodging for conferences
- Attend Conference both in town as well as out-of-town
- Fax correspondence, make copies, and run office errands
- Have excellent language skills both in English and Spanish
- Dependable - remain conscientious, accurate and reliable for an effective office



- Maintain a professional appearance at all time
- Maintain effective systems for accounts, receipts and expenditures of funds
- Working longer hours if necessary
- Perform other related work as required and any other duty assigned
- Reports to the Honorable County Judge and Commissioners Court



**Aliza F. Oliveros**  
**Head Start Program**



# Webb County Employee Performance Evaluation

<b>Employee Name</b>	<b>Position/ Title</b>	<b>Employee ID No.</b>	<b>Date</b>
<b>Period Covered</b>	<b>Evaluation Type:</b> _____ Annual _____ Special	<b>Evaluated By (Name &amp; Title):</b>	

**I. PERFORMANCE**      Circle One Number Only

<b>JOB KNOWLEDGE</b> Degree of familiarity with job procedures and equipment essential to the job. Ability to be innovative.	Poor knowledge of the simplest duties or assignments; has no knowledge of related work.	Limited knowledge of the duties or assignments; has insufficient knowledge of related work.	Satisfactory knowledge of duties or assignments; has fair working knowledge of related work.	Demonstrates knowledge of most phases of job and related work.	Excellent knowledge of all duties, assignments and related duties.	<b>Point</b>
	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	

**COMMENTS**

---

<b>DEPENDABILITY</b> Ability to carry out tasks to completion and degree of supervision required.	Unable to carry out tasks to completion without constant supervision and repeated instruction.	Needs frequent supervision or help to complete tasks.	Seeks help when needed. Fulfills responsibilities with some supervision.	Self-starter. Rarely needs assistance to complete job responsibilities on time.	Highly dependable.	<b>Point</b>
	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	

**COMMENTS**

---

<b>WORK HABITS</b> Consider attendance and punctuality.	Work habits unsatisfactory. Too poor to retain in job without improvement. Frequently absent or tardy.	Work habits need improvement. Needs counseling. Occasional problems with attendance, punctuality.	Work habits satisfactory. Regular attendance and punctuality.	Work habits very good. Good attendance and punctuality.	Excellent work habits, attendance, rarely misses or is late.	<b>Point</b>
	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	

**COMMENTS**

---

<b>COOPERATION</b> Ability to get along with co-workers in support of work group objectives. Willingness to accept supervision.	Fails to cooperate with work group or to contribute to work group objectives. Resents supervision.	Contributes to work group but may have occasional difficulty accepting supervision. Needs prodding.	Maintains good will among co-workers and supports work group objectives. Accepts supervision.	Promotes good will among co-workers. Works actively to complete work group objectives. Willingly accepts supervision.	Excellent cooperation with employees, supervisors, and the public. Responds quickly and positively to supervision.	<b>Point</b>
	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	

**COMMENTS**

---

<b>INTERPERSONAL RELATIONS</b> Ability to communicate effectively with the public; degree to which a positive image of agency is projected and sustained.	Very brusque: Does not convey a positive image of the agency.	Tends to be impersonal and perfunctory in dealings with public; lacks professionalism.	Usually is positive and supportive of mission; gives agency good image.	Always gives courteous service; is a good communicator.	Exceptional courtesy, communicates clearly, listens well.	<b>Point</b>
	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	

**COMMENTS**

---

<b>QUALITY OF WORK</b> Consider accuracy, attention to detail and neatness to work; need to redo work; Orderliness of work place.	Does poor work; frequently has to redo tasks; tends to be messy.	Does acceptable work but needs more attention to accuracy; sometimes lacks neatness.	Few errors; usually thorough and attentive; generally neat.	Consistently accurate, constant attention to detail; good organizer.	Work is of exceptionally high quality, no rework required, excellent organizer.	<b>Point</b>
	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	

**COMMENTS**

---

<b>ADAPTABILITY</b> Ability to quickly adapt to changes in job assignments, methods, personnel, or surroundings.	Resists change. Unwilling to learn new procedures.	Slow to accept change. Adapts with some difficulty.	Easily adapts to change. Learns to use new procedures quickly.	Responds to change as a positive challenge. Demonstrates initiative in learning new procedures.	Undisturbed by change. Welcomes new assignments.	Point
	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	
<b>COMMENTS</b>						

**(A) Total Performance Points (Maximum 35 Points):** \_\_\_\_\_

<b>II. EVALUATE (On 1-4 Scale)</b>	Hardly Ever <b>1</b>	Seldom <b>2</b>	Usually <b>3</b>	Almost Always <b>4</b>
Follows attendance and punctuality rules				
Observes safety rules and regulations				
Maintains neat and orderly work area				
Completes assignments timely and accurately				
Participates in meetings, training, and special events				

**(B) Total Evaluate Points (Maximum 20 Points):** \_\_\_\_\_

<b>OVERALL RATING SCALE:</b>			<b>(A + B) = Total Overall Points:</b> _____
1-20 Unacceptable	33-45 Satisfactory	51-55 Outstanding	<b>Overall Rating:</b> _____
21-32 Unsatisfactory	46-50 Excellent		

<b>III. ACTION PLAN &amp; GOALS FOR EMPLOYEE</b> (To be filled out by evaluator. Attach additional sheets if necessary)

<b>IV. EVALUATOR'S COMMENTS</b> (Attach additional sheets if necessary)

<b>V. RECOMMENDED ACTION</b>	
The Employee (IS), (IS NOT) recommended for <b>Continued Employment</b> .	
If the employee (IS NOT) recommended for Continued Employment, (HE) / (SHE) is being placed on <i>performance notice</i> for a period of three (3), six (6) months, or <b>Termination</b> .	
My signature indicates that the appraisal interview has been completed and discussed. I understand that I have the right to respond in writing within 5 working days and to have these comments attached to this performance appraisal. My signature <i>does not</i> necessarily mean that I agree with this report.	
Employee Signature _____	Date: _____
Evaluator Signature _____	Date: _____

JOB DESCRIPTION

POSITION TITLE : Head Start Executive Director  
DEPARTMENT : Head Start  
RESPONSIBLE TO : Webb County Commissioners Court  
SALARY : \$81,547.83 Annual \$3,136.45 bi-weekly

GENERAL DESCRIPTION : Director will be responsible for the overall administration and coordination of the Head Start Program including the development of staff and resources necessary to the program's success.

DUTIES AND RESPONSIBILITIES:

- Organize and administer all the different aspects of the program.
- Responsible for the overall education of the children and the families such as the social, nutrition, medical, dental, and parental involvement.
- Responsible for the preparation and submission of the Head Start and USDA grant application.
- Interview and recommend applicants to be employed in the Head Start program.
- Coordinate in-service trainings and workshops which will be appropriate for all staff and Head Start parents.
- Overall responsibility for overseeing compliance measures with the Health and Human Services guidelines, and local and state guidelines.

QUALIFICATIONS: Preferable a College degree from an accredited four year institution of higher learning in Early Childhood Education or related field and four years experience in the field. A two-year degree in child development or related field and eight years experience in the field will be considered. Must

be willing to continue education to obtain four year college degree.

Must be computer literate.

Bilingual (English and Spanish)

Strong oral and written communication skills, ability to deal with the Webb County Commissioners Court, Directors of other agency/programs, the Policy Council, the Policy Committee, and parents.

Leadership and motivational skills in staff training and development, including anti-bias strategies and approaches to developing skills in accepting cultural differences and in conflict-resolution.

Knowledge of and experience in budgetary process and financial administration.

Ability to analyze trends in the field as well as data on children and families in the program.

Ability to plan for strategic growth.

\_\_\_\_\_  
Supervisor's Signature                      Date

\_\_\_\_\_  
Employee's Signature                      Date

**Nancy Cadena**  
**Indigent Health Care Services**





# Webb County Employee Performance Evaluation

<b>Employee Name</b>	<b>6</b>	<b>Position / Title</b>	<b>Employee ID No.</b>	<b>Date</b>
<b>Period Covered</b>	<b>Evaluation Type:</b> ___ Annual ___ Special		<b>Evaluated By (Name &amp; Title):</b>	

## I. PERFORMANCE Circle One Number Only

<b>JOB KNOWLEDGE</b> Degree of familiarity with job procedures and equipment essential to the job. Ability to be innovative.	Poor knowledge of the simplest duties or assignments; has no knowledge of related work.	Limited knowledge of the duties or assignments; has insufficient knowledge of related work.	Satisfactory knowledge of duties or assignments; has fair working knowledge of related work.	Demonstrates knowledge of most phases of job and related work.	Excellent knowledge of all duties, assignments and related duties.	<b>Point</b>
	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	

**COMMENTS**

<b>DEPENDABILITY</b> Ability to carry out tasks to completion and degree of supervision required.	Unable to carry out tasks to completion without constant supervision and repeated instruction.	Needs frequent supervision or help to complete tasks.	Seeks help when needed. Fulfills responsibilities with some supervision.	Self-starter. Rarely needs assistance to complete job responsibilities on time.	Highly dependable.	<b>Point</b>
	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	

**COMMENTS**

<b>WORK HABITS</b> Consider attendance and punctuality.	Work habits unsatisfactory. Too poor to retain in job without improvement. Frequently absent or tardy.	Work habits need improvement. Needs counseling. Occasional problems with attendance, punctuality.	Work habits satisfactory. Regular attendance and punctuality.	Work habits very good. Good attendance and punctuality.	Excellent work habits, attendance, rarely misses or is late.	<b>Point</b>
	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	

**COMMENTS**

<b>COOPERATION</b> Ability to get along with co-workers in support of work group objectives. Willingness to accept supervision.	Fails to cooperate with work group or to contribute to work group objectives. Resents supervision.	Contributes to work group but may have occasional difficulty accepting supervision. Needs prodding.	Maintains good will among co-workers and supports work group objectives. Accepts supervision.	Promotes good will among co-workers. Works actively to complete work group objectives. Willingly accepts supervision.	Excellent cooperation with employees, supervisors, and the public. Responds quickly and positively to supervision.	<b>Point</b>
	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	

**COMMENTS**

<b>INTERPERSONAL RELATIONS</b> Ability to communicate effectively with the public; degree to which a positive image of agency is projected and sustained.	Very brusque: Does not convey a positive image of the agency.	Tends to be impersonal and perfunctory in dealings with public: lacks professionalism.	Usually is positive and supportive of mission: gives agency good image.	Always gives courteous service; is a good communicator.	Exceptional courtesy, communicates clearly, listens well.	<b>Point</b>
	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	

**COMMENTS**

<b>QUALITY OF WORK</b> Consider accuracy, attention to detail and neatness to work, need to redo work: Order of work place.	Does poor work; frequently has to redo tasks; tends to be messy.	Does acceptable work but needs more attention to accuracy; sometimes lacks neatness.	Few errors; usually thorough and attentive; generally neat.	Consistently accurate, constant attention to detail; good organizer.	Work is of exceptionally high quality, no rework required, excellent organizer.	<b>Point</b>
	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	

**COMMENTS**

<b>ADAPTABILITY</b> Ability to quickly adapt to changes in job assignments, methods, personnel, or surroundings.	Resists change. Unwilling to learn new procedures.	Slow to accept change. Adapts with some difficulty.	Easily adapts to change. Learns to use new procedures quickly.	Responds to change as a positive challenge. Demonstrates initiative in learning new procedures.	Undisturbed by change. Welcomes new assignments.	<b>Point</b>
	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	
<b>COMMENTS</b>						

**(A) Total Performance Points (Maximum 35 Points):** \_\_\_\_\_

<b>II. EVALUATE (On 1-4 Scale)</b>	<b>Hardly Ever 1</b>	<b>Seldom 2</b>	<b>Usually 3</b>	<b>Almost Always 4</b>
Follows attendance and punctuality rules				
Observes safety rules and regulations				
Maintains neat and orderly work area				
Completes assignments timely and accurately				
Participates in meetings, training, and special events				

**(B) Total Evaluate Points (Maximum 20 Points):** \_\_\_\_\_

<b>OVERALL RATING SCALE:</b>			<b>(A + B) = Total Overall Points:</b> _____
1-20 Unacceptable	33-45 Satisfactory	51-55 Outstanding	
21-32 Unsatisfactory	46-50 Excellent		<b>Overall Rating:</b> _____

<b>III. ACTION PLAN &amp; GOALS FOR EMPLOYEE</b> (To be filled out by evaluator. Attach additional sheets if necessary)

<b>IV. EVALUATOR'S COMMENTS</b> (Attach additional sheets if necessary)

<b>V. RECOMMENDED ACTION</b>	
The Employee (IS), (IS NOT) recommended for <b>Continued Employment</b> .	
If the employee (IS NOT) recommended for Continued Employment, (HE) / (SHE) is being placed on <i>performance notice</i> for a period of three (3), six (6) months, or <b>Termination</b> .	
My signature indicates that the appraisal interview has been completed and discussed. I understand that I have the right to respond in writing within 5 working days and to have these comments attached to this performance appraisal. My signature <i>does not</i> necessarily mean that I agree with this report.	
<b>Employee Signature</b> _____	<b>Date:</b> _____
<b>Evaluator Signature</b> _____	<b>Date:</b> _____

Frank X. Salinas  
Director

P.O. Box 1234  
Laredo, Texas 78042



2600 Cedar Ave.  
Laredo, Texas 78040

(956) 721-2300  
Fax (956) 721-2314

CERTIFIED  
By Webb County  
Civil Service Commission  
A 11 44 2010

## Webb County Indigent Services Program

Job Title: DIRECTOR

Slot # 0593

### Job Description:

- Directs and oversees all aspects of the program's administration to include the following: CIHCP Case Management, Claims Processing, Pharmaceutical, Indigent Burials, General Assistance and (investigators) Outreach Case Work.
- Authorizes and makes recommendations for the dispositions of all the Indigent cases.
- Counsels with staff to interpret and clarify program policies.
- Gives guidance in properly screening applicants.
- Gives guidance in identifying unmet needs of recipients and applicants.
- Provides staff development in the following areas: Interpreting State Guidelines, New Laws, Case Management, Time Management, and Related Health Topics.
- Conducts monthly staff meetings to provide updates in Healthcare, State modifications, IHC Department and County Issues.
- Responsible for submitting all supporting documentation for the Tobacco Settlement Report.
- Prepares and administers the County Indigent Services Program Budget.
- Responsible for yearly staff evaluations.
- Attends all Commissioners' Court Meetings.
- Attends mandatory TDH meetings for the County Indigent Health Care Program in Austin. Meets with the Region 11 Counties to discuss potential IHC program modifications and updates.
- Attends meetings and workshops as per invitation of the Texas Indigent Health Care State Advisory Board.
- Responsible to keep up to date on all software related to this department.

- Liaison to the Indigent Health Care software provider "Indigent Healthcare Solutions."
- Responsible for the posting, interviewing, hiring and dismissing of all personnel for the department.
- Responsible for HIPAA, ADA and EEOC compliance for the department.
- Responsible for exit interviews when necessary.
- Ensures that all of Webb County Policies are adhered to.
- Ensures employees that violations of County Policies, State and Federal Laws will be dealt very promptly.
- Must have the capability to make very difficult decisions but not become unsympathetic.
- Must have the ability to formulate plans, set priorities and implement these plans.
- Must have the ability to arrange and supervise the work of subordinates.
- Must perform any additional duties assigned by the Commissioners Court, the Chief of Staff and/or the County Judge.
- Must at all times assist as many Webb County residents as possible, while at the same time safe guarding the County Budgeted Funds!
- Must have the ability to inspire and direct others; with a strong force for morale; have effect on the output of others; bring out the best in people; help and teach willingly.
- Leads by example!

**Gregorio B. Araiza**

**Larga Vista Community Center**



## Webb County Employee Performance Evaluation

<b>Employee Name</b>	<b>6</b>	<b>Position/ Title</b>	<b>Employee ID No.</b>	<b>Date</b>	
<b>Period Covered</b>		<b>Evaluation Type:</b> ___ Annual ___ Special	<b>Evaluated By (Name &amp; Title):</b>		

**I. PERFORMANCE**    Circle One Number Only

<b>JOB KNOWLEDGE</b> Degree of familiarity with job procedures and equipment essential to the job. Ability to be innovative.	Poor knowledge of the simplest duties or assignments; has no knowledge of related work.	Limited knowledge of the duties or assignments; has insufficient knowledge of related work.	Satisfactory knowledge of duties or assignments; has fair working knowledge of related work.	Demonstrates knowledge of most phases of job and related work.	Excellent knowledge of all duties, assignments and related duties.	<b>Point</b>
	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	

**COMMENTS**

---

<b>DEPENDABILITY</b> Ability to carry out tasks to completion and degree of supervision required.	Unable to carry out tasks to completion without constant supervision and repeated instruction.	Needs frequent supervision or help to complete tasks.	Seeks help when needed. Fulfills responsibilities with some supervision.	Self-starter. Rarely needs assistance to complete job responsibilities on time.	Highly dependable.	<b>Point</b>
	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	

**COMMENTS**

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<b>WORK HABITS</b> Consider attendance and punctuality.	Work habits unsatisfactory. Too poor to retain in job without improvement. Frequently absent or tardy.	Work habits need improvement. Needs counseling. Occasional problems with attendance, punctuality.	Work habits satisfactory. Regular attendance and punctuality.	Work habits very good. Good attendance and punctuality.	Excellent work habits, attendance, rarely misses or is late.	<b>Point</b>
	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	

**COMMENTS**

---

<b>COOPERATION</b> Ability to get along with co-workers in support of work group objectives. Willingness to accept supervision.	Fails to cooperate with work group or to contribute to work group objectives. Resents supervision.	Contributes to work group but may have occasional difficulty accepting supervision. Needs prodding.	Maintains good will among co-workers and supports work group objectives. Accepts supervision.	Promotes good will among co-workers. Works actively to complete work group objectives. Willingly accepts supervision.	Excellent cooperation with employees, supervisors, and the public. Responds quickly and positively to supervision.	<b>Point</b>
	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	

**COMMENTS**

---

<b>INTERPERSONAL RELATIONS</b> Ability to communicate effectively with the public; degree to which a positive image of agency is projected and sustained.	Very brusque. Does not convey a positive image of the agency.	Tends to be impersonal and perfunctory in dealings with public; lacks professionalism.	Usually is positive and supportive of mission; gives agency good image.	Always gives courteous service; is a good communicator.	Exceptional courtesy, communicates clearly, listens well.	<b>Point</b>
	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	

**COMMENTS**

---

<b>QUALITY OF WORK</b> Consider accuracy, attention to detail and neatness to work; need to redo work; Order of work place.	Does poor work; frequently has to redo tasks; tends to be messy.	Does acceptable work but needs more attention to accuracy; sometimes lacks neatness.	Few errors, usually thorough and attentive; generally neat.	Consistently accurate, constant attention to detail; good organizer.	Work is of exceptionally high quality, no rework required, excellent organizer.	<b>Point</b>
	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	

**COMMENTS**

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<b>ADAPTABILITY</b> Ability to quickly adapt to changes in job assignments, methods, personnel, or surroundings.	Resists change. Unwilling to learn new procedures.	Slow to accept change. Adapts with some difficulty.	Easily adapts to change. Learns to use new procedures quickly.	Responds to change as a positive challenge. Demonstrates initiative in learning new procedures.	Undisturbed by change. Welcomes new assignments.	<b>Point</b>
	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	
<b>COMMENTS</b>						

**(A) Total Performance Points (Maximum 35 Points):** \_\_\_\_\_

<b>II. EVALUATE (On 1-4 Scale)</b>	<b>Hardly Ever 1</b>	<b>Seldom 2</b>	<b>Usually 3</b>	<b>Almost Always 4</b>
Follows attendance and punctuality rules				
Observes safety rules and regulations				
Maintains neat and orderly work area				
Completes assignments timely and accurately				
Participates in meetings, training, and special events				

**(B) Total Evaluate Points (Maximum 20 Points):** \_\_\_\_\_

<b>OVERALL RATING SCALE:</b>			<b>(A + B) = Total Overall Points:</b> _____
1-20 Unacceptable	33-45 Satisfactory	51-55 Outstanding	
21-32 Unsatisfactory	46-50 Excellent		<b>Overall Rating:</b> _____

<b>III. ACTION PLAN &amp; GOALS FOR EMPLOYEE</b> (To be filled out by evaluator. Attach additional sheets if necessary)

<b>IV. EVALUATOR'S COMMENTS</b> (Attach additional sheets if necessary)

<b>V. RECOMMENDED ACTION</b>	
The Employee (IS), (IS NOT) recommended for <b>Continued Employment</b> .	
If the employee (IS NOT) recommended for Continued Employment, (HE) / (SHE) is being placed on <i>performance notice</i> for a period of three (3), six (6) months, or <b>Termination</b> .	
My signature indicates that the appraisal interview has been completed and discussed. I understand that I have the right to respond in writing within 5 working days and to have these comments attached to this performance appraisal. My signature <i>does not</i> necessarily mean that I agree with this report.	
Employee Signature _____	Date: _____
Evaluator Signature _____	Date: _____



**WEBB COUNTY  
JOB DESCRIPTION**

**TITLE:** Director

**DEPARTMENT:** 6103 Larga Vista Community Center

**SLOT NUMBER:** 0899

**REVISION DATE:** October 6, 2011

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**JOB SUMMARY:**

Performs a variety of management tasks required for proper operation of department. Coordinate a variety of services, activities, and to ensure that they are carried out in a professional matter.

**CHARACTERISTIC/ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Coordinates and develops short and long range plans for the Center
- Responsible for preparing annual Operational Budget for Center
- Responsible for evaluating Center employees on an annual basis
- Must be dependable, remain conscientious, accurate and able to run an effective office
- Must maintain a professional appearance at all time
- Must have effective leadership and organizational skills
- Must be able to understand and provide routine information within specified policies and procedures regarding department services or policies to the public or other county employees in person, over the telephone, or by mail
- Produce and edit routine letters, memorandums, reports, and other materials from rough draft or detailed notes
- Coordinate flexible hours for the center and library services to accommodate our youth/adults needs (i.e. after school hours and working individuals)
- Up keep daily postings of the county webpage for Larga Vista Community Center
- Greet the general public and direct visitors to appropriate personnel
- Generate reports, lists, or other information from data previously entered in a computer system
- Proper representation on behalf of a Commissioner where the center lays within the county precinct in case he/she cannot attend a function
- Coordinate outreach programs to benefit Center service area
- Schedule meetings and activities
- Coordinate special events as needed
- Available to be called to open the center all night in case of emergency as a shelter for the residence of the area
- Attend weekly meetings with all center Directors to discuss any upcoming events
- Operate a personal computer to access pre-established programs to input or retrieve

information

- Answer and direct calls using a multi-line telephone system
- Sort and file documents and reports according to predetermined methods and classifications
- Receive and sort incoming and outgoing mail
- Arrange travel and lodging for conferences
- Attend Conference both in town as well as out-of-town as necessary
- Fax correspondence, make copies, and run office errands
- Maintain effective systems for accounts, receipts and expenditures of funds
- Working longer hours if necessary
- Perform other related work as required and any other duty assigned

**QUALIFICATION STANDARDS:**

- Must possess a High School diploma or equivalent (GED)
- One to two years experience in Management
- Must possess sound judgment and demonstrate professionalism in daily operations
- Must have knowledge of standard office equipment including personal computer and software programs
- Must be able to communicate in English and Spanish

**PHYSICAL REQUIREMENTS:**

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

**OTHER REQUIREMENTS/INFORMATION:**

- Must possess a valid and current Texas driver's license.
- Drug and Alcohol Policy applies to this job. Pre-employment drug/alcohol testing and criminal background checks are required.
- This position is *not* covered under Civil Service; however, all other Webb County Policies apply.

**SUPERVISORY:** Supervised directly by Webb County Commissioners Court

**Yolanda Carrillo**  
**Law Library**



## Webb County Employee Performance Evaluation

<b>Employee Name</b>	<b>6</b>	<b>Position/Title</b>	<b>Employee ID No.</b>	<b>Date</b>
<b>Period Covered</b>	<b>Evaluation Type:</b> ___ Annual ___ Special		<b>Evaluated By (Name &amp; Title):</b>	

**I. PERFORMANCE**    Circle One Number Only

<b>JOB KNOWLEDGE</b> Degree of familiarity with job procedures and equipment essential to the job. Ability to be innovative.	Poor knowledge of the simplest duties or assignments; has no knowledge of related work.	Limited knowledge of the duties or assignments; has insufficient knowledge of related work.	Satisfactory knowledge of duties or assignments; has fair working knowledge of related work.	Demonstrates knowledge of most phases of job and related work.	Excellent knowledge of all duties, assignments and related duties.	<b>Point</b>
	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	

**COMMENTS**

---

<b>DEPENDABILITY</b> Ability to carry out tasks to completion and degree of supervision required.	Unable to carry out tasks to completion without constant supervision and repeated instruction.	Needs frequent supervision or help to complete tasks.	Seeks help when needed. Fulfills responsibilities with some supervision.	Self-starter. Rarely needs assistance to complete job responsibilities on time.	Highly dependable.	<b>Point</b>
	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	

**COMMENTS**

---

<b>WORK HABITS</b> Consider attendance and punctuality.	Work habits unsatisfactory. Too poor to retain in job without improvement. Frequently absent or tardy.	Work habits need improvement. Needs counseling. Occasional problems with attendance, punctuality.	Work habits satisfactory. Regular attendance and punctuality.	Work habits very good. Good attendance and punctuality.	Excellent work habits, attendance, rarely misses or is late.	<b>Point</b>
	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	

**COMMENTS**

---

<b>COOPERATION</b> Ability to get along with co-workers in support of work group objectives. Willingness to accept supervision.	Fails to cooperate with work group or to contribute to work group objectives. Resents supervision.	Contributes to work group but may have occasional difficulty accepting supervision. Needs prodding.	Maintains good will among co-workers and supports work group objectives. Accepts supervision.	Promotes good will among co-workers. Works actively to complete work group objectives. Willingly accepts supervision.	Excellent cooperation with employees, supervisors, and the public. Responds quickly and positively to supervision.	<b>Point</b>
	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	

**COMMENTS**

---

<b>INTERPERSONAL RELATIONS</b> Ability to communicate effectively with the public; degree to which a positive image of agency is projected and sustained.	Very brusque. Does not convey a positive image of the agency.	Tends to be impersonal and perfunctory in dealings with public; lacks professionalism.	Usually is positive and supportive of mission; gives agency good image.	Always gives courteous service; is a good communicator.	Exceptional courtesy, communicates clearly, listens well.	<b>Point</b>
	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	

**COMMENTS**

---

<b>QUALITY OF WORK</b> Consider accuracy, attention to detail and neatness to work, need to redo work; Order of work place.	Does poor work; frequently has to redo tasks; tends to be messy.	Does acceptable work but needs more attention to accuracy; sometimes lacks neatness.	Few errors; usually thorough and attentive; generally neat.	Consistently accurate, constant attention to detail; good organizer.	Work is of exceptionally high quality, no rework required, excellent organizer.	<b>Point</b>
	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	

**COMMENTS**

---

<b>ADAPTABILITY</b> Ability to quickly adapt to changes in job assignments, methods, personnel, or surroundings.	Resists change. Unwilling to learn new procedures.	Slow to accept change. Adapts with some difficulty.	Easily adapts to change. Learns to use new procedures quickly.	Responds to change as a positive challenge. Demonstrates initiative in learning new procedures.	Undisturbed by change. Welcomes new assignments.	Point
	1	2	3	4	5	
<b>COMMENTS</b>						

**(A) Total Performance Points (Maximum 35 Points):** \_\_\_\_\_

<b>II. EVALUATE (On 1-4 Scale)</b>	Hardly Ever 1	Seldom 2	Usually 3	Almost Always 4
Follows attendance and punctuality rules				
Observes safety rules and regulations				
Maintains neat and orderly work area				
Completes assignments timely and accurately				
Participates in meetings, training, and special events				

**(B) Total Evaluate Points (Maximum 20 Points):** \_\_\_\_\_

<b>OVERALL RATING SCALE:</b>			<b>(A + B) = Total Overall Points:</b> _____
1-20 Unacceptable	33-45 Satisfactory	51-55 Outstanding	
21-32 Unsatisfactory	46-50 Excellent		<b>Overall Rating:</b> _____

<b>III. ACTION PLAN &amp; GOALS FOR EMPLOYEE</b> (To be filled out by evaluator. Attach additional sheets if necessary)

<b>IV. EVALUATOR'S COMMENTS</b> (Attach additional sheets if necessary)

<b>V. RECOMMENDED ACTION</b>	
The Employee (IS), (IS NOT) recommended for <b>Continued Employment</b> .	
If the employee (IS NOT) recommended for Continued Employment, (HE) / (SHE) is being placed on <i>performance notice</i> for a period of three (3), six (6) months, or <b>Termination</b> .	
My signature indicates that the appraisal interview has been completed and discussed. I understand that I have the right to respond in writing within 5 working days and to have these comments attached to this performance appraisal. My signature <i>does not</i> necessarily mean that I agree with this report.	
Employee Signature _____	Date: _____
Evaluator Signature _____	Date: _____

**WEBB COUNTY  
JOB DESCRIPTION**

**TITLE:** LAW LIBRARY DIRECTOR  
**DEPARTMENT:** LAW LIBRARY  
**SLOT NUMBER:** 0316  
**REVISION DATE:** June 04, 2012

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**JOB SUMMARY:**

The principal role of the Law Library Director is to manage all functions of the Law Library. This includes determining the resources needed and the most effective way to provide them. Director is also responsible for managing and administering the financial resources/budget. Director is also responsible for personnel including hiring, training and evaluating personnel. Director is also responsible to guide and assist attorneys, judges, County department employees and general public in finding needed resources.

**CHARACTERISTIC/ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Assist attorneys, judges, County department employees and general public in finding needed resources via books on hand, cd and/or through internet resources.
- Shepardize cases for attorneys and judges thru online subscription.
- Prepare annual departmental budget.
- Maintain accurate and updated inventory of books.
- Maintain books in order by placing releases and updates for bound and loose leaf materials.
- Maintain inventory of outdated books to be disposed of as ordered by Commissioner's court.
- Order any other materials or supplies needed by Law Library.
- Maintain record of all money transactions.
- Prepare invoices and receipts for monies collected from copying, printers, fax and other costs.
- Prepare deposits from monies collected from copying, printer, fax and other costs to Treasurer's.
- Maintain subscription files and all others in order.
- Balance invoice with subscription notices before preparing payment requests-(Separate file).
- Prepare all requests for payments to auditors.
- Handle correspondence (verbal and written) concerning the ordering, cancellation and returning of books.
- Prepare time records and attendance blanks for department.
- Attend Commissioner's Court Meetings.
- Prepare any Commissioner's Court Agenda, if necessary.
- And any other duties as assigned by Commissioner's Court.



**QUALIFICATION STANDARDS:**

- Bachelor's Degree from an accredited U.S. institution of higher learning in library science, liberal arts, or related field required.
- Two years' experience as a paralegal, attorney, or librarian required.
- Law degree from an accredited U.S. law school, preferred.
- Demonstrated ability to perform legal research and to assist lay persons in conducting such research.
- Demonstrated familiarity with the American system of jurisprudence.

**SKILLS AND ABILITIES:**

- Ability to communicate in English and Spanish.

**PHYSICAL REQUIREMENTS:**

- Must be able to sit or stand for prolonged periods of time.
- Must be able to lift 30-40 lbs.
- Must be able to work outdoors as needed.

**OTHER REQUIREMENTS/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 **not covered** under Civil Service; however, all other Webb County Policies apply.

**SUPERVISORY:** Supervised directly by Commissioner's Court.

**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 Signature

\_\_\_\_\_  
Supervisor Signature

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Printed Title

\_\_\_\_\_  
Printed Title

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date



**Rafael Pena**  
**Information Technology**



## Webb County Employee Performance Evaluation

<b>Employee Name</b> <span style="float: right;">6</span>	<b>Position/Title</b>	<b>Employee ID No.</b>	<b>Date</b>
<b>Period Covered</b>	<b>Evaluation Type:</b> <input type="checkbox"/> Annual <input type="checkbox"/> Special	<b>Evaluated By (Name &amp; Title):</b>	

**I. PERFORMANCE**      Circle One Number Only

<b>JOB KNOWLEDGE</b> Degree of familiarity with job procedures and equipment essential to the job. Ability to be innovative.	Poor knowledge of the simplest duties or assignments; has no knowledge of related work.	Limited knowledge of the duties or assignments; has insufficient knowledge of related work.	Satisfactory knowledge of duties or assignments; has fair working knowledge of related work.	Demonstrates knowledge of most phases of job and related work.	Excellent knowledge of all duties, assignments and related duties.	<b>Point</b>
	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	

**COMMENTS**

---

<b>DEPENDABILITY</b> Ability to carry out tasks to completion and degree of supervision required.	Unable to carry out tasks to completion without constant supervision and repeated instruction.	Needs frequent supervision or help to complete tasks.	Seeks help when needed. Fulfills responsibilities with some supervision.	Self-starter. Rarely needs assistance to complete job responsibilities on time.	Highly dependable.	<b>Point</b>
	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	

**COMMENTS**

---

<b>WORK HABITS</b> Consider attendance and punctuality.	Work habits unsatisfactory. Too poor to retain in job without improvement. Frequently absent or tardy.	Work habits need improvement. Needs counseling. Occasional problems with attendance, punctuality.	Work habits satisfactory. Regular attendance and punctuality.	Work habits very good. Good attendance and punctuality.	Excellent work habits, attendance, rarely misses or is late.	<b>Point</b>
	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	

**COMMENTS**

---

<b>COOPERATION</b> Ability to get along with co-workers in support of work group objectives. Willingness to accept supervision.	Fails to cooperate with work group or to contribute to work group objectives. Resents supervision.	Contributes to work group but may have occasional difficulty accepting supervision. Needs prodding.	Maintains good will among co-workers and supports work group objectives. Accepts supervision.	Promotes good will among co-workers. Works actively to complete work group objectives. Willingly accepts supervision.	Excellent cooperation with employees, supervisors, and the public. Responds quickly and positively to supervision.	<b>Point</b>
	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	

**COMMENTS**

---

<b>INTERPERSONAL RELATIONS</b> Ability to communicate effectively with the public; degree to which a positive image of agency is projected and sustained.	Very brusque: Does not convey a positive image of the agency.	Tends to be impersonal and perfunctory in dealings with public: lacks professionalism.	Usually is positive and supportive of mission: gives agency good image.	Always gives courteous service; is a good communicator.	Exceptional courtesy, communicates clearly, listens well.	<b>Point</b>
	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	

**COMMENTS**

---

<b>QUALITY OF WORK</b> Consider accuracy, attention to detail and neatness to work. Need to redo work: Orderliness of work place.	Does poor work; frequently has to redo tasks; tends to be messy.	Does acceptable work but needs more attention to accuracy, sometimes lacks neatness.	Few errors; usually thorough and attentive; generally neat.	Consistently accurate, constant attention to detail: good organizer.	Work is of exceptionally high quality, no rework required, excellent organizer.	<b>Point</b>
	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	

**COMMENTS**

---

<b>ADAPTABILITY</b> Ability to quickly adapt to changes in job assignments, methods, personnel, or surroundings.	Resists change. Unwilling to learn new procedures.	Slow to accept change. Adapts with some difficulty.	Easily adapts to change. Learns to use new procedures quickly.	Responds to change as a positive challenge. Demonstrates initiative in learning new procedures.	Undisturbed by change. Welcomes new assignments.	<b>Point</b>
	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	
<b>COMMENTS</b>						

**(A) Total Performance Points (Maximum 35 Points):** \_\_\_\_\_

<b>II. EVALUATE (On 1-4 Scale)</b>	<b>Hardly Ever 1</b>	<b>Seldom 2</b>	<b>Usually 3</b>	<b>Almost Always 4</b>
Follows attendance and punctuality rules				
Observes safety rules and regulations				
Maintains neat and orderly work area				
Completes assignments timely and accurately				
Participates in meetings, training, and special events				

**(B) Total Evaluate Points (Maximum 20 Points):** \_\_\_\_\_

<b>OVERALL RATING SCALE:</b>			<b>(A + B) = Total Overall Points:</b> _____
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21-32 Unsatisfactory	46-50 Excellent		<b>Overall Rating:</b> _____

<b>III. ACTION PLAN &amp; GOALS FOR EMPLOYEE</b> (To be filled out by evaluator. Attach additional sheets if necessary)

<b>IV. EVALUATOR'S COMMENTS</b> (Attach additional sheets if necessary)

<b>V. RECOMMENDED ACTION</b>	
The Employee (IS), (IS NOT) recommended for <b>Continued Employment</b> .	
If the employee (IS NOT) recommended for Continued Employment, (HE) / (SHE) is being placed on <i>performance notice</i> for a period of three (3), six (6) months, or <b>Termination</b> .	
My signature indicates that the appraisal interview has been completed and discussed. I understand that I have the right to respond in writing within 5 working days and to have these comments attached to this performance appraisal. My signature <i>does not</i> necessarily mean that I agree with this report.	
Employee Signature _____	Date: _____
Evaluator Signature _____	Date: _____

# WEBB COUNTY REQUEST FOR QUALIFICATIONS

**JOB TITLE:** Webb County MIS Director

**DEPARTMENT:** WEBB COUNTY MIS DEPARTMENT

**REPORTS TO:** WEBB COUNTY COMMISSIONERS COURT

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## **JOB SUMMARY:**

The Main areas of responsibility for the Director are to develop, recommend and implement policies, programs, and procedures for staff of Information technology. The Director will be responsible for examining and developing the County's current and future technology resources to reduce employee workload, improve efficiency, and provide better services to the people of Webb County, by developing and coordinating a short-term (one to two-year) and long-term (three- five years) plans for the County's technology requirements. Continually evaluate the quality and timeliness of work assignments and ensure the effective utilization of available resources. Determine departmental budget on an annual basis. Creates and provides strategic and tactical direction, including conceptual visions, to departmental directors, managers, and supervisors. Analyzes the needs of departments and establishes priorities for feasibility studies, systems designs and implementation, that will help develop new and/or modify the County's information processing systems.

## **CHARACTERISTIC/ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Directly responsible for the management of the MIS department employees
- Develops and promotes services, policies and/or programs to improve the efficiency of the MIS department.
- Develop, maintain and distributes various cross-reference tools and system documentation to provide staff members with information necessary to complete assignments.
- Meet with staff on regular basis to discuss status of projects.
- Ensure that projects are completed on a timely basis.
- Report project status and completion to Commissioners Court where applicable.
- Develop, maintain, and oversee the County's web servers and web pages; manage the E-mail and Firewall servers.
- Trouble-shoot associated computer hardware, software and communications related problems to provide published access of all County information and services to the public, as well as provide a means to support departmental needs for employee forms and information.
- Review, recommend and purchase training material necessary to maintain expertise in current environment.
- Review recommendations to purchase software or software/hardware products to increase productivity and provide better service to the end user.
- Maintain the County's criminal, administrative, and personal computer network.

- Monitor, evaluate, and modify or expand the County's computer network as technology changes and County grows.
- Provide assistance to all users of the County's computer network.
- Implement and maintain the County's network telephone system, the dial plans, individual user's telephones and the County's Information Center.
- Advise and consult with the departments on the procurement of hardware and software and coordinating with the purchasing department in the selection and ordering.
- Coordinates with department heads and elected officials to determine requirements for training to increase productivity using technology assets.
- Prepares/presents presentations to inform/support strategic plans for technology programs.
- Normal management functions, such as, but not limited to, preparing and monitoring department budget.
- Periodically review and update standards.

**NOTE:** the duties listed above are intended only as illustrations of the various type of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or logical assignment to the position and is assigned by Commissioners Court.

**QUALIFICATION STANDARDS:**

- Bachelor's Degree in Computer Science, Business Administration or a related field from an accredited college or university highly desired, with emphasis in Computer Science courses

**EXPERIENCE:**

- Five (5) years experience in an administrative management capacity in a comparably sized computer facility, utilizing equivalent technology ;
- Experience should include administration of personnel, budget, resources and program implementation;
- Prefer considerable, progressive experience with a large-scale data processing operations or a public entity.

**SKILLS AND ABILITIES:**

- Knowledge of data base design; various programming languages and computer applications;
- Knowledge of networking systems;
- Knowledge of personal computers;
- Capable of preparing and implementing an annual budget;
- Ability to advise management of requirements of short-and-long range system information plans;
- Must have strong organizational skills;

- Ability to maintain strict confidentiality;
- Ability to communicate in English and Spanish
- Ability to deal effectively with subordinates, other County departments ,supervisors, vendors and the general public;
- Must have highest level of integrity and honesty due to access of sensitive and confidential information;
- Maintain appropriate certifications
- Ability to make effective presentations to the Courts , other County departments.

**PHYSICAL REQUIREMENTS:**

- Typically sit at a desk; walking, standing, or stooping.
- Occasionally lift, carry, pull or otherwise move objects weighing 30 -45 lbs.
- Must be able to work flexible schedules

**OTHER REQUIREMENTS/INFORMATION:**

- Must possess a valid and current Driver's License.
- Drug and Alcohol Policy applies to this job. Pre-Employment drug and alcohol testing and criminal background check are required.
- This position is NOT covered by Civil Service; however, is subject to Webb County Policies and procedures.

**SUPERVISORY:** Supervised by Webb County Commissioners Court.

**ACKNOWLEDGEMENT:**

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

\_\_\_\_\_  
Employee Signature      Date

\_\_\_\_\_  
Supervisor's Signature      Date

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Printed Name

**WEBB COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER AND COMPLIES WITH THE AMERICAN WITH DISABILITIES ACT.**

**Dr. Corinne Stern**  
**Medical Examiner**





## Webb County Employee Performance Evaluation

<b>Employee Name</b> <span style="float: right;">6</span>	<b>Position/ Title</b>	<b>Employee ID No.</b>	<b>Date</b>
<b>Period Covered</b>	<b>Evaluation Type:</b> <input type="checkbox"/> Annual <input type="checkbox"/> Special	<b>Evaluated By (Name &amp; Title):</b>	

**I. PERFORMANCE**      Circle One Number Only

<b>JOB KNOWLEDGE</b> Degree of familiarity with job procedures and equipment essential to the job. Ability to be innovative.	Poor knowledge of the simplest duties or assignments; has no knowledge of related work.	Limited knowledge of the duties or assignments; has insufficient knowledge of related work.	Satisfactory knowledge of duties or assignments; has fair working knowledge of related work.	Demonstrates knowledge of most phases of job and related work.	Excellent knowledge of all duties, assignments and related duties.	<b>Point</b>
	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	

**COMMENTS**

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<b>DEPENDABILITY</b> Ability to carry out tasks to completion and degree of supervision required.	Unable to carry out tasks to completion without constant supervision and repeated instruction.	Needs frequent supervision or help to complete tasks.	Seeks help when needed. Fulfills responsibilities with some supervision.	Self-starter. Rarely needs assistance to complete job responsibilities on time.	Highly dependable.	<b>Point</b>
	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	

**COMMENTS**

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<b>WORK HABITS</b> Consider attendance and punctuality.	Work habits unsatisfactory. Too poor to retain in job without improvement. Frequently absent or tardy.	Work habits need improvement. Needs counseling. Occasional problems with attendance, punctuality.	Work habits satisfactory. Regular attendance and punctuality.	Work habits very good. Good attendance and punctuality.	Excellent work habits, attendance, rarely misses or is late.	<b>Point</b>
	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	

**COMMENTS**

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<b>COOPERATION</b> Ability to get along with co-workers in support of work group objectives. Willingness to accept supervision.	Fails to cooperate with work group or to contribute to work group objectives. Resents supervision.	Contributes to work group but may have occasional difficulty accepting supervision. Needs prodding.	Maintains good will among co-workers and supports work group objectives. Accepts supervision.	Promotes good will among co-workers. Works actively to complete work group objectives. Willingly accepts supervision.	Excellent cooperation with employees, supervisors, and the public. Responds quickly and positively to supervision.	<b>Point</b>
	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	

**COMMENTS**

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<b>INTERPERSONAL RELATIONS</b> Ability to communicate effectively with the public; degree to which a positive image of agency is projected and sustained.	Very brusque. Does not convey a positive image of the agency.	Tends to be impersonal and perfunctory in dealings with public; lacks professionalism.	Usually is positive and supportive of mission; gives agency good image.	Always gives courteous service; is a good communicator.	Exceptional courtesy, communicates clearly, listens well.	<b>Point</b>
	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	

**COMMENTS**

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<b>QUALITY OF WORK</b> Consider accuracy, attention to detail and neatness to work, need to redo work; Orderliness of work place.	Does poor work; frequently has to redo tasks; tends to be messy.	Does acceptable work but needs more attention to accuracy; sometimes lacks neatness.	Few errors; usually thorough and attentive; generally neat.	Consistently accurate, constant attention to detail; good organizer.	Work is of exceptionally high quality, no rework required, excellent organizer.	<b>Point</b>
	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	

**COMMENTS**

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<b>ADAPTABILITY</b> Ability to quickly adapt to changes in job assignments, methods, personnel, or surroundings.	Resists change. Unwilling to learn new procedures.	Slow to accept change. Adapts with some difficulty.	Easily adapts to change. Learns to use new procedures quickly.	Responds to change as a positive challenge. Demonstrates initiative in learning new procedures.	Undisturbed by change. Welcomes new assignments.	<b>Point</b>
	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	
<b>COMMENTS</b>						

**(A) Total Performance Points (Maximum 35 Points):** \_\_\_\_\_

<b>II. EVALUATE (On 1-4 Scale)</b>	<b>Hardly Ever 1</b>	<b>Seldom 2</b>	<b>Usually 3</b>	<b>Almost Always 4</b>
Follows attendance and punctuality rules				
Observes safety rules and regulations				
Maintains neat and orderly work area				
Completes assignments timely and accurately				
Participates in meetings, training, and special events				

**(B) Total Evaluate Points (Maximum 20 Points):** \_\_\_\_\_

**OVERALL RATING SCALE:**

1-20 Unacceptable      33-45 Satisfactory      51-55 Outstanding

21-32 Unsatisfactory      46-50 Excellent

**(A + B) = Total Overall Points:** \_\_\_\_\_

**Overall Rating:** \_\_\_\_\_

**III. ACTION PLAN & GOALS FOR EMPLOYEE** (To be filled out by evaluator. Attach additional sheets if necessary)

**IV. EVALUATOR'S COMMENTS** (Attach additional sheets if necessary)

**V. RECOMMENDED ACTION**

The Employee (IS), (IS NOT) recommended for **Continued Employment**.

If the employee (IS NOT) recommended for Continued Employment, (HE) / (SHE) is being placed on *performance notice* for a period of three (3), six (6) months, or **Termination**.

My signature indicates that the appraisal interview has been completed and discussed. I understand that I have the right to respond in writing within 5 working days and to have these comments attached to this performance appraisal. My signature *does not* necessarily mean that I agree with this report.

**Employee Signature** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Evaluator Signature** \_\_\_\_\_ **Date:** \_\_\_\_\_

## **JOB DESCRIPTION**

### **CHIEF MEDICAL EXAMINER**

#### **JOB RESPONSIBILITIES**

The Chief Medical Examiner is responsible for the day to day functions of the Medical Examiner's Office. He/She is responsible for pronouncement of death, scene investigation, ordering and performing autopsies and external examinations and determining cause and manner of death in those individuals that must be report to the Webb County Medical Examiner under the Texas Code of Criminal Procedures. He/She is responsible for reviewing medical records, dictating findings, issuing reports on autopsies and exams and signing death certificates on those decedents that are under the Medical Examiner jurisdiction. He/She must be able to provide expert testimony in a court of law and when deposed. He/She supervises the deputy medical examiners, autopsy technicians, medical death investigators and office staff.

#### **QUALIFICATIONS**

Must have a Doctorate of Allopathic or Osteopathic Medicine from a recognized ACGME accredited medical school. Must have completed a residency in anatomic or anatomic/clinical pathology from a recognized ACGME training program. Must have completed a fellowship in forensic pathology from an accredited ACGME training program. Must be licensed to practice medicine in the State of Texas.

#### **PHYSICAL REQUIREMENTS**

- Must be able to sit or stand at the autopsy table, sometimes for extended periods of time
- Must be able to tolerate the smell of badly decomposed remains
- Must be able to tolerate the smell of formaldehyde, other fixatives, etc.

**Juana Maria Lopez**  
**Mirando Activity Center**



# Webb County Employee Performance Evaluation

<b>Employee Name</b>	<b>6</b>	<b>Position/Title</b>	<b>Employee ID No.</b>	<b>Date</b>	
<b>Period Covered</b>		<b>Evaluation Type:</b> ___ Annual ___ Special	<b>Evaluated By (Name &amp; Title):</b>		

**I. PERFORMANCE**    Circle One Number Only

<b>JOB KNOWLEDGE</b> Degree of familiarity with job procedures and equipment essential to the job. Ability to be innovative.	Poor knowledge of the simplest duties or assignments; has no knowledge of related work.	Limited knowledge of the duties or assignments; has insufficient knowledge of related work.	Satisfactory knowledge of duties or assignments; has fair working knowledge of related work.	Demonstrates knowledge of most phases of job and related work.	Excellent knowledge of all duties, assignments and related duties.	<b>Point</b>
	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	

**COMMENTS**

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<b>DEPENDABILITY</b> Ability to carry out tasks to completion and degree of supervision required.	Unable to carry out tasks to completion without constant supervision and repeated instruction.	Needs frequent supervision or help to complete tasks.	Seeks help when needed. Fulfills responsibilities with some supervision.	Self-starter. Rarely needs assistance to complete job responsibilities on time.	Highly dependable.	<b>Point</b>
	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	

**COMMENTS**

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<b>WORK HABITS</b> Consider attendance and punctuality.	Work habits unsatisfactory. Too poor to retain in job without improvement. Frequently absent or tardy.	Work habits need improvement. Needs counseling. Occasional problems with attendance, punctuality.	Work habits satisfactory. Regular attendance and punctuality.	Work habits very good. Good attendance and punctuality.	Excellent work habits, attendance, rarely misses or is late.	<b>Point</b>
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**COMMENTS**

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<b>COOPERATION</b> Ability to get along with co-workers in support of work group objectives. Willingness to accept supervision.	Fails to cooperate with work group or to contribute to work group objectives. Resents supervision.	Contributes to work group but may have occasional difficulty accepting supervision. Needs prodding.	Maintains good will among co-workers and supports work group objectives. Accepts supervision.	Promotes good will among co-workers. Works actively to complete work group objectives. Willingly accepts supervision.	Excellent cooperation with employees, supervisors, and the public. Responds quickly and positively to supervision.	<b>Point</b>
	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	

**COMMENTS**

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<b>INTERPERSONAL RELATIONS</b> Ability to communicate effectively with the public; degree to which a positive image of agency is projected and sustained.	Very brusque. Does not convey a positive image of the agency.	Tends to be impersonal and perfunctory in dealings with public; lacks professionalism.	Usually is positive and supportive of mission; gives agency good image.	Always gives courteous service; is a good communicator.	Exceptional courtesy, communicates clearly, listens well.	<b>Point</b>
	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	

**COMMENTS**

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**COMMENTS**

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**Rhonda M. Tiffin**  
**Planning & Physical**  
**Development**





## Webb County Employee Performance Evaluation

<b>Employee Name</b> <span style="float: right;">6</span>	<b>Position/Title</b>	<b>Employee ID No.</b>	<b>Date</b>
<b>Period Covered</b>	<b>Evaluation Type:</b> <input type="checkbox"/> Annual <input type="checkbox"/> Special	<b>Evaluated By (Name &amp; Title):</b>	

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**COMMENTS**

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**COMMENTS**

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**COMMENTS**

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	1	2	3	4	5	
<b>COMMENTS</b>						

**(A) Total Performance Points (Maximum 35 Points):** \_\_\_\_\_

<b>II. EVALUATE (On 1-4 Scale)</b>	Hardly Ever 1	Seldom 2	Usually 3	Almost Always 4
Follows attendance and punctuality rules				
Observes safety rules and regulations				
Maintains neat and orderly work area				
Completes assignments timely and accurately				
Participates in meetings, training, and special events				

**(B) Total Evaluate Points (Maximum 20 Points):** \_\_\_\_\_

<b>OVERALL RATING SCALE:</b>			<b>(A + B) = Total Overall Points:</b> _____
1-20 Unacceptable	33-45 Satisfactory	51-55 Outstanding	
21-32 Unsatisfactory	46-50 Excellent		<b>Overall Rating:</b> _____

<b>III. ACTION PLAN &amp; GOALS FOR EMPLOYEE</b> (To be filled out by evaluator. Attach additional sheets if necessary)

<b>IV. EVALUATOR'S COMMENTS</b> (Attach additional sheets if necessary)

<b>V. RECOMMENDED ACTION</b>	
The Employee (IS), (IS NOT) recommended for <b>Continued Employment</b> .	
If the employee (IS NOT) recommended for Continued Employment, (HE) / (SHE) is being placed on <i>performance notice</i> for a period of three (3), six (6) months, or <b>Termination</b> .	
My signature indicates that the appraisal interview has been completed and discussed. I understand that I have the right to respond in writing within 5 working days and to have these comments attached to this performance appraisal. My signature <i>does not</i> necessarily mean that I agree with this report.	
Employee Signature _____	Date: _____
Evaluator Signature _____	Date: _____

## WEBB COUNTY JOB DESCRIPTION

DEPARTMENT NAME: PLANNING AND PHYSICAL DEVELOPMENT

NO: 0102

SLOT NO.: 008

JOB TITLE: Planning Director

NAME OF EMPLOYEE CURRENTLY HOLDING POSITION: Rhonda M. Tiffin, CFM

ESSENTIAL DUTIES AND RESPONSIBILITIES: *Other duties may be assigned.*

- ◆ Responsible for the oversight and management of all aspects of the Department's regulatory enforcement activities, current/long-range planning, administrative functions and any other responsibility assigned by the Commissioners Court including, but not limited to, the duties defined herein.
- ◆ Provides oversight and management of the Department's functions related to regulatory review and enforcement activities of land platting/subdividing (including review and evaluation of plats; local policy review and recommendations; legislative review; presentations before the Planning Advisory Board, Commissioners Court and general public; coordination of platting and enforcement activities with the state, affected municipalities and other county offices/departments; etc.) as necessary to ensure that all subdivisions/plats comply with state law, the county's Model Subdivision Rules, Subdivision Regulations, On-Site Sewage Facility Order and any other applicable law or regulation.
- ◆ Designated as County's Floodplain Administrator and responsible for the oversight, management and implementation of the County's floodplain management program including, but not limited to, compliance with state and federal program guidelines, the issuance of floodplain development permits, review and evaluation of Elevation Certificates and Flood-proofing Certificates under FEMA guidelines and all other responsibilities defined by the Webb County Flood Damage Prevention Order.
- ◆ Oversight and management of the Department's functions related to review, evaluation and preparation of "Certificates of Compliance with Plat Requirements" (permitting activities required for all new utility service connections) pursuant to the provisions of state law.
- In conjunction with the County Attorney's Code Enforcement Division, provides oversight and management of the Department's functions related to review, evaluation and licensing of automotive wrecking and salvage yards to ensure compliance with state law and the Webb County Order Regulating Automotive Wrecking and Salvage Yards.
- Reviews, evaluates and prepares recommendations to the Planning Advisory Board and Commissioners Court for revisions to local regulations or proposed legislation regarding regulatory enforcement, land development issues and other activities assigned to the Department.
- Project management and oversight of the county's 9-1-1 addressing plan and GIS mapping (including hardware, software, files, maps, etc.).
- ◆ Identifies, evaluates, provides recommendations and plans resolution measures to address the needs of the county's "colonias" and rural communities particularly as it relates to current and long-range planning for water and wastewater facilities, road and drainage improvements, transportation, public facilities and services, recreation, etc.

- ◆ Provides information, guidance and assistance as necessary to the general public and other county departments regarding compliance with state law and local regulations governing subdivisions or land development issues, planning activities, current/proposed improvement projects and any other activities of the Department.
- ◆ Responsible for the preparation of the Department's budget requests, asset and financial management, and administration and supervision of department personnel.
- ◆ Represents Webb County on the Technical Committee of the MPO (Metropolitan Planning Organization) and any other committee assigned by the Commissioners Court.
- ◆ Coordinates municipal and county functions related to current and long-range planning for transportation improvements, subdivision developments, annexation, public facilities, etc.
- ◆ Coordinates the activities of professional services providers and other county departments in reference to planning, transportation, road and drainage improvements, public services and facilities, subdivision developments, water and wastewater improvements, mapping, 9-1-1 Addressing, etc.
- ◆ Provides technical assistance to the Commissioners' and County Judge's offices, County Attorney's office, County Engineer, Economic Development, Road & Bridge Department and any other county department requiring assistance related to the functions of the Department.

**CERTIFICATES, LICENSES, REGISTRATIONS:**

- ◆ Must possess and maintain National/Texas certification as a certified floodplain manager (CEM).
- ◆ Must possess and maintain a valid Texas Driver's License.

**DRUG/ALCOHOL POLICY:**

**Drug/Alcohol Policy applies to this job. Pre-employment drug/alcohol testing required.**

**Cornell Mickley**  
**Pre Trial Services**



# Webb County Employee Performance Evaluation

<b>Employee Name</b>	<b>6</b>	<b>Position/ Title</b>	<b>Employee ID No.</b>	<b>Date</b>
<b>Period Covered</b>	<b>Evaluation Type:</b> ___ Annual ___ Special		<b>Evaluated By (Name &amp; Title):</b>	

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**COMMENTS**

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**COMMENTS**

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**COMMENTS**

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**COMMENTS**



<b>ADAPTABILITY</b> Ability to quickly adapt to changes in job assignments, methods, personnel, or surroundings.	Resists change. Unwilling to learn new procedures.	Slow to accept change. Adapts with some difficulty.	Easily adapts to change. Learns to use new procedures quickly.	Responds to change as a positive challenge. Demonstrates initiative in learning new procedures.	Undisturbed by change. Welcomes new assignments.	Point
	1	2	3	4	5	
<b>COMMENTS</b>						

**(A) Total Performance Points (Maximum 35 Points):** \_\_\_\_\_

<b>II. EVALUATE (On 1-4 Scale)</b>	<b>Hardly Ever</b> 1	<b>Seldom</b> 2	<b>Usually</b> 3	<b>Almost Always</b> 4
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<b>IV. EVALUATOR'S COMMENTS</b> (Attach additional sheets if necessary)

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<b>Employee Signature</b> _____	<b>Date:</b> _____
<b>Evaluator Signature</b> _____	<b>Date:</b> _____



## INDIGENT DEFENSE SERVICES DIRECTOR

### SECTION I — JOB DESCRIPTION

**SUMMARY:** The overall purpose and general responsibilities of the job.

Under policy direction, is responsible for directing all operations of the Indigent Defense Services Department; *prepares department* budget; represents the department in Commissioners Court; and perform related duties as required.

**ESSENTIAL FUNCTIONS:** The fundamental duties and tasks that define the Job.

1. Directs overall operations of the Indigent Defense Services Department;
2. Represents the department before Commissioners Court, criminal justice committees formed by Board of Judges, news media and general public;
3. Assists in managing jail overcrowding problems in junctions with the sheriff's department and through coordination with the county's judicial system ;
4. Conducts preliminary investigations cm complaints received by the Indigent Defense Services Department;
5. Prepared, presents and manages County budget and state grants and coordinates with the Board of Judges on program's fiscal impact;
6. Designs, coordinates and oversees the implementation of innovative and diversionary projects addressing jail overcrowding;
7. Manages the activities of professional and administrative staff;
8. Manages department sections which includes Pre-Trial Services to ensure quality of services provided;
9. Researches grant funding opportunities and develops new grant proposals;
10. Prepares grant proposals to support to continued operation of existing programs;
11. Evaluates existing programs for overall effectiveness, budget status and procedures;
12. Maintains current records and prepares required reports far all grant-funded programs;
13. Participates in multi-agency review committees impacting the criminal justice system;
14. Monitors department personal files;
15. Performs related duties as required.

**DEPARTMENT ESSENTIAL FUNCTIONS:** Variations in Essential Functions by department.

None

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### SECTION II — JOB DIMENSIONS

**CONTACTS:** Nature of contacts, external relationships and Internal relationships. Contacts: Nature of contacts, external relationships and internal relationships.

Utilizes tact and diplomacy when dealing with Commissioners Court, Elected/Appointed Officials, news media and the general public. Researches and develops financial funding through grants for department operations. Provides general program information to other agencies and outside organizations.

External Contacts: Constant contact with other government agencies, outside organizations, news media and general public. Communication is primarily face-to-face, via telephone, computer, E-mail and through written correspondence.

Internal contacts: Constant contact with subordinates, co-workers, other county employees, Department Heads and Elected/Appointed Officials. Communication is primarily face-to-face, via telephone computer, E-mail and through written correspondence.

RESPONSIBILITY: Supervision given accountability, safety, budgeting, spending authority and confidentiality.

Primary supervisory responsibility for policy development, recommendations to the Committee of Judges Overseeing the Indigent Defense Services Department for hiring, promotions, discipline and work assignments for the department. Shared supervisory responsibility for counseling and training the department. Job has critical impact on department operations, budget and public image. Primary responsibility for developing and administering department's overall budget. Approving authority for department expenditures. Job responsibilities include frequent handling of confidential information/documents such as department personnel records. Employee is accountable for any shortages in bond fees.

DIFFICULTY: Judgment, initiative, and decision-making.

Expert judgment is required to direct all department operations, Uses broad discretion to achieve work goals. Initiative is constantly required to achieve work goals. Conflicting and incomplete data is constantly encountered in decision-making. Decisions are made regarding long-range goals and priorities, policy development, policy interpretation, project planning, group work scheduling and individual work priorities,

G u i d a n c e : Supervision received and level of independence.

Employee receives policy directions from the Indigent Defense Services Oversight Committee who oversees the department when performing the essential functions. Employee develops unique solutions for achieving work goals working within the bounds of common business practice.

WORKING CONDITIONS: Working environment and other conditions of employment. Working conditions are primarily in office environment.

### SECTION III- JOB REQUIREMENTS

**EDUCATION AND EXPERIENCE:** Minimum requirements *for* formal education and job related experience.

Graduation from an accredited college or university with a Bachelor's Degree in Criminal Justice, Business Administration or a related field, and eight years personal bond experience including five years criminal justice system experience and four years supervisory experience; or an equivalent combination of education and experience.

**KNOWLEDGE, SKILLS AND ABILITIES;** Utilized in the performance of the essential *functions of the job.*

Must be bilingual in English and Spanish. Comprehensive knowledge of Criminal Justice System; considerable knowledge of Personal Management; good knowledge of budget preparation and administration. Skill in directing professional and administrative employees; skill in analyzing and reporting information; skill in managing multiple projects simultaneously. Ability to communicate effectively, both verbally and in writing; ability to make presentations; ability to establish and maintain effective working relationships with subordinates, co-workers, County employees, Department Heads, Elected/Appointed Officials, outside organizations and the general public.

**PHYSICAL DEMANDS:** The *physical requirements associated with performance of the essential functions.*

Physical requirements include lifting/carrying 10-25 lbs. occasionally, visual acuity, speech and hearing; hand and eye coordination and manual dexterity necessary to operate computer keyboard and basic office equipment. Subject to climbing, walking, sitting, reaching, and handling to perform essential functions,

**SPECIAL REQUIREMENTS:** Special licenses and other requirements necessary to obtain or retain the position.

Must secure and *maintain a favorable background investigation* and criminal *history* from the Webb County Sheriff's Department; must have a valid driver's license. May be required to work more than 40 hours during the workweek.

**DEPARTMENT JOB REQUIREMENTS:** Variations in Job Requirements by department.

**Virginia Aranda**  
**Public Defenders**



# Webb County Employee Performance Evaluation

<b>Employee Name</b> <span style="float: right;">6</span>	<b>Position/Title</b>	<b>Employee ID No.</b>	<b>Date</b>
<b>Period Covered</b>	<b>Evaluation Type:</b> <input type="checkbox"/> Annual <input type="checkbox"/> Special	<b>Evaluated By (Name &amp; Title):</b>	

**I. PERFORMANCE**      Circle One Number Only

<b>JOB KNOWLEDGE</b> Degree of familiarity with job procedures and equipment essential to the job. Ability to be innovative.	Poor knowledge of the simplest duties or assignments; has no knowledge of related work.	Limited knowledge of the duties or assignments; has insufficient knowledge of related work.	Satisfactory knowledge of duties or assignments; has fair working knowledge of related work.	Demonstrates knowledge of most phases of job and related work.	Excellent knowledge of all duties, assignments and related duties.	<b>Point</b>
	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	

**COMMENTS**

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<b>DEPENDABILITY</b> Ability to carry out tasks to completion and degree of supervision required.	Unable to carry out tasks to completion without constant supervision and repeated instruction.	Needs frequent supervision or help to complete tasks.	Seeks help when needed. Fulfills responsibilities with some supervision.	Self-starter. Rarely needs assistance to complete job responsibilities on time.	Highly dependable.	<b>Point</b>
	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	

**COMMENTS**

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<b>WORK HABITS</b> Consider attendance and punctuality.	Work habits unsatisfactory. Too poor to retain in job without improvement. Frequently absent or tardy.	Work habits need improvement. Needs counseling. Occasional problems with attendance, punctuality.	Work habits satisfactory. Regular attendance and punctuality.	Work habits very good. Good attendance and punctuality.	Excellent work habits, attendance, rarely misses or is late.	<b>Point</b>
	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	

**COMMENTS**

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<b>COOPERATION</b> Ability to get along with co-workers in support of work group objectives. Willingness to accept supervision.	Fails to cooperate with work group or to contribute to work group objectives. Resents supervision.	Contributes to work group but may have occasional difficulty accepting supervision. Needs prodding.	Maintains good will among co-workers and supports work group objectives. Accepts supervision.	Promotes good will among co-workers. Works actively to complete work group objectives. Willingly accepts supervision.	Excellent cooperation with employees, supervisors, and the public. Responds quickly and positively to supervision.	<b>Point</b>
	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	

**COMMENTS**

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<b>INTERPERSONAL RELATIONS</b> Ability to communicate effectively with the public; degree to which a positive image of agency is projected and sustained.	Very brusque: Does not convey a positive image of the agency.	Tends to be impersonal and perfunctory in dealings with public: lacks professionalism.	Usually is positive and supportive of mission: gives agency good image.	Always gives courteous service; is a good communicator.	Exceptional courtesy, communicates clearly, listens well.	<b>Point</b>
	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	

**COMMENTS**

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<b>QUALITY OF WORK</b> Consider accuracy, attention to detail and neatness to work, need to redo work: Orderliness of work place.	Does poor work; frequently has to redo tasks; tends to be messy.	Does acceptable work but needs more attention to accuracy, sometimes lacks neatness.	Few errors, usually thorough and attentive; generally neat.	Consistently accurate, constant attention to detail; good organizer.	Work is of exceptionally high quality, no rework required, excellent organizer.	<b>Point</b>
	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	

**COMMENTS**

---

<b>ADAPTABILITY</b> Ability to quickly adapt to changes in job assignments, methods, personnel, or surroundings.	Resists change. Unwilling to learn new procedures.	Slow to accept change. Adapts with some difficulty.	Easily adapts to change. Learns to use new procedures quickly.	Responds to change as a positive challenge. Demonstrates initiative in learning new procedures.	Undisturbed by change. Welcomes new assignments.	Point
	1	2	3	4	5	
<b>COMMENTS</b>						

**(A) Total Performance Points (Maximum 35 Points):** \_\_\_\_\_

<b>II. EVALUATE</b> (On 1-4 Scale)	Hardly Ever 1	Seldom 2	Usually 3	Almost Always 4
Follows attendance and punctuality rules				
Observes safety rules and regulations				
Maintains neat and orderly work area				
Completes assignments timely and accurately				
Participates in meetings, training, and special events				

**(B) Total Evaluate Points (Maximum 20 Points):** \_\_\_\_\_

<b>OVERALL RATING SCALE:</b>			<b>(A + B) = Total Overall Points:</b> _____
1-20 Unacceptable	33-45 Satisfactory	51-55 Outstanding	
21-32 Unsatisfactory	46-50 Excellent		<b>Overall Rating:</b> _____

<b>III. ACTION PLAN &amp; GOALS FOR EMPLOYEE</b> (To be filled out by evaluator. Attach additional sheets if necessary)

<b>IV. EVALUATOR'S COMMENTS</b> (Attach additional sheets if necessary)

<b>V. RECOMMENDED ACTION</b>	
The Employee (IS), (IS NOT) recommended for <b>Continued Employment</b> .	
If the employee (IS NOT) recommended for Continued Employment, (HE) / (SHE) is being placed on <i>performance notice</i> for a period of three (3), six (6) months, or <b>Termination</b> .	
My signature indicates that the appraisal interview has been completed and discussed. I understand that I have the right to respond in writing within 5 working days and to have these comments attached to this performance appraisal. My signature <i>does not</i> necessarily mean that I agree with this report.	
<b>Employee Signature</b> _____	<b>Date:</b> _____
<b>Evaluator Signature</b> _____	<b>Date:</b> _____



**WEBB COUNTY  
JOB DESCRIPTION**

**JOB TITLE: WEBB COUNTY PUBLIC DEFENDER**

**REPORTS TO: WEBB COUNTY COMMISSIONERS COURT**

**DEPARTMENT: PUBLIC DEFENDER'S OFFICE**

**JOB SUMMARY :**

Responsibilities for ensuring the Public Defender's Office provides a full range of services to indigent criminal defendants. Directs and coordinates the day-to-day operations of the public Defender's Office. Utilizes subordinate managerial personnel. Provides advice and counsel to managerial personnel and to the staff as a whole. Work involves advanced legal work by directly handling court assigned cases as well as supervising and training subordinate staff in all areas of trial techniques, negotiation, and legal research. Responsible for all administrative, managerial, and budgetary decisions. Develops and approves all policies and procedures utilized and in my office.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Under general direction supervise, trains, and oversees the workflow of the Assistant Public Defender's and office staff.
- Manages an active criminal caseload including high profile, complex and special assignment cases; represents the defendant verbally and through written correspondence.
- Performs in-depth research for complex issues which may be unique or controversial and provides resource and research assistance to other staff attorneys.
- Maintains client relationship through continued visits, phone and written correspondence, and responds to questions and concerns from clients.
- Maintains awareness of new court decisions, new laws, and revised rules and regulations through conferences, workshops and relevant periodicals.
- Writes appellate briefs and pleadings for filing in the Texas Court system.
- Answers questions and assists the legal community regarding criminal law issues.
- Performs related duties as required.
- Prepares and approves budgetary input and expenditures
- Supervises, evaluates, develops and trains staff in all areas involving the defense of indigent clients.

**QUALIFICATION REQUIREMENTS:**

- Graduation from an accredited college or university with a Doctorate of Jurisprudence, and five years experience in the practice of criminal law and felony trial experience, including three years of supervisory experience.
- Must be licensed to practice law in the State of Texas.
- Comprehensive knowledge of criminal defense law and appeals; good knowledge of legal research and writing skills including familiarity with computer-based legal research, good knowledge of investigatory methods. Skills in supervising professional employees; skill in organization and presentation of facts and supporting logic; skill in communicating effectively in English and Spanish with hostile, abusive or irrational individuals; skill in community effectively both verbally and in writing.
- Ability to establish and maintain effective working relationship with co-workers, County employees, outside organizations, service providers and the general public.



- Ability to prioritize, plan and organize work to meet numerous and amended deadlines for motions, extensions, show cause and evidentiary hearing and other court requirements.
- Ability to operate personal computer and basic office equipment.

**OTHER SKILLS AND ABILITIES:**

- Requires the ability to read a variety of reports, correspondence, technical manual, forms, logs, charts, etc.
- Requires the ability to prepare a variety of reports, forms, etc. Using prescribed formats and conforming to all rules of punctuation, grammar, diction, and style.
- Requires the ability to speak to people with poise, voice control and confidence.
- Requires the ability to apply principles of logical or scientific thinking to define problems, collect data, establish facts and draw valid conclusions; to interpret an extensive variety of technical instructions diagrammatically form; and to deal with several abstract and concrete variables.
- Requires the ability to deal with people beyond giving and receiving instructions.
- Must be adaptable to performing under minimal levels of stress when confronted with persons acting under stress.
- Ability to work irregular hours.
- Employee may be assigned other duties in addition to those listed; duties may change according to the changing needs of the County.

**SAFETY REQUIREMENTS:**

Required to follow all Webb County safety policy and regulations.

**DRUG/ALCOHOL POLICY:**

Drug/Alcohol Policy applies to this job. Pre-employment drug/alcohol testing is required.

**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 and/or implied.

\_\_\_\_\_  
Employee Signature/Date

\_\_\_\_\_  
Supervisor's Signature/Date

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Printed Name

**WEBB COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER AND COMPLIES WITH THE  
AMERICAN WITH DISABILITY ACT.  
EMPLOYMENT WITH WEBB COUNTY IS ON AN "AT-WILL" BASIS.  
STATEMENT OF QUALIFICATIONS PACKET REQUIREMENTS:**

**Larry Sanchez**  
**Public Information officer**



## Webb County Employee Performance Evaluation

<b>Employee Name</b> <span style="float: right;">6</span>	<b>Position/ Title</b>	<b>Employee ID No.</b>	<b>Date</b>
<b>Period Covered</b>	<b>Evaluation Type:</b> _____ Annual _____ Special	<b>Evaluated By (Name &amp; Title):</b>	

**I. PERFORMANCE**     Circle One Number Only

<b>JOB KNOWLEDGE</b> Degree of familiarity with job procedures and equipment essential to the job. Ability to be innovative.	Poor knowledge of the simplest duties or assignments; has no knowledge of related work.	Limited knowledge of the duties or assignments; has insufficient knowledge of related work.	Satisfactory knowledge of duties or assignments; has fair working knowledge of related work.	Demonstrates knowledge of most phases of job and related work.	Excellent knowledge of all duties, assignments and related duties.	<b>Point</b>
	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	

**COMMENTS**

---

<b>DEPENDABILITY</b> Ability to carry out tasks to completion and degree of supervision required.	Unable to carry out tasks to completion without constant supervision and repeated instruction.	Needs frequent supervision or help to complete tasks.	Seeks help when needed. Fulfills responsibilities with some supervision.	Self-starter. Rarely needs assistance to complete job responsibilities on time.	Highly dependable.	<b>Point</b>
	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	

**COMMENTS**

---

<b>WORK HABITS</b> Consider attendance and punctuality.	Work habits unsatisfactory. Too poor to retain in job without improvement. Frequently absent or tardy.	Work habits need improvement. Needs counseling. Occasional problems with attendance, punctuality.	Work habits satisfactory. Regular attendance and punctuality.	Work habits very good. Good attendance and punctuality.	Excellent work habits, attendance, rarely misses or is late.	<b>Point</b>
	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	

**COMMENTS**

---

<b>COOPERATION</b> Ability to get along with co-workers in support of work group objectives. Willingness to accept supervision.	Fails to cooperate with work group or to contribute to work group objectives. Resents supervision.	Contributes to work group but may have occasional difficulty accepting supervision. Needs prodding.	Maintains good will among co-workers and supports work group objectives. Accepts supervision.	Promotes good will among co-workers. Works actively to complete work group objectives. Willingly accepts supervision.	Excellent cooperation with employees, supervisors, and the public. Responds quickly and positively to supervision.	<b>Point</b>
	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	

**COMMENTS**

---

<b>INTERPERSONAL RELATIONS</b> Ability to communicate effectively with the public; degree to which a positive image of agency is projected and sustained.	Very brusque: Does not convey a positive image of the agency.	Tends to be impersonal and perfunctory in dealings with public; lacks professionalism.	Usually is positive and supportive of mission; gives agency good image.	Always gives courteous service; is a good communicator.	Exceptional courtesy, communicates clearly, listens well.	<b>Point</b>
	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	

**COMMENTS**

---

<b>QUALITY OF WORK</b> Consider accuracy, attention to detail and neatness to work; need to redo work. Orderliness of work place.	Does poor work; frequently has to redo tasks; tends to be messy.	Does acceptable work but needs more attention to accuracy, sometimes lacks neatness.	Few errors; usually thorough and attentive; generally neat.	Consistently accurate, constant attention to detail; good organizer.	Work is of exceptionally high quality, no rework required, excellent organizer.	<b>Point</b>
	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	

**COMMENTS**

---

<b>ADAPTABILITY</b> Ability to quickly adapt to changes in job assignments, methods, personnel, or surroundings.	Resists change. Unwilling to learn new procedures.	Slow to accept change. Adapts with some difficulty.	Easily adapts to change. Learns to use new procedures quickly.	Responds to change as a positive challenge. Demonstrates initiative in learning new procedures.	Undisturbed by change. Welcomes new assignments.	Point
	1	2	3	4	5	
<b>COMMENTS</b>						

**(A) Total Performance Points (Maximum 35 Points):** \_\_\_\_\_

<b>II. EVALUATE (On 1-4 Scale)</b>	Hardly Ever 1	Seldom 2	Usually 3	Almost Always 4
Follows attendance and punctuality rules				
Observes safety rules and regulations				
Maintains neat and orderly work area				
Completes assignments timely and accurately				
Participates in meetings, training, and special events				

**(B) Total Evaluate Points (Maximum 20 Points):** \_\_\_\_\_

<b>OVERALL RATING SCALE:</b>			<b>(A + B) = Total Overall Points:</b> _____
1-20 Unacceptable	33-45 Satisfactory	51-55 Outstanding	
21-32 Unsatisfactory	46-50 Excellent		<b>Overall Rating:</b> _____

<b>III. ACTION PLAN &amp; GOALS FOR EMPLOYEE</b> (To be filled out by evaluator. Attach additional sheets if necessary)

<b>IV. EVALUATOR'S COMMENTS</b> (Attach additional sheets if necessary)

<b>V. RECOMMENDED ACTION</b>	
The Employee (IS), (IS NOT) recommended for <b>Continued Employment</b> .	
If the employee (IS NOT) recommended for Continued Employment, (HE) / (SHE) is being placed on <i>performance notice</i> for a period of three (3), six (6) months, or <b>Termination</b> .	
My signature indicates that the appraisal interview has been completed and discussed. I understand that I have the right to respond in writing within 5 working days and to have these comments attached to this performance appraisal. My signature <i>does not</i> necessarily mean that I agree with this report.	
<b>Employee Signature</b> _____	<b>Date:</b> _____
<b>Evaluator Signature</b> _____	<b>Date:</b> _____

## WEBB COUNTY REQUEST FOR QUALIFICATIONS

**JOB TITLE:** WEBB COUNTY PUBLIC INFORMATION OFFICER

**DEPARTMENT:** PUBLIC INFORMATION OFFICE

**REPORTS TO:** WEBB COUNTY COMMISSIONERS COURT

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### **JOB SUMMARY:**

Functions as a department under the supervision and guidance of Webb County Commissioners Court and serves as the chief information officer for Webb County. Responsible for planning and implementing (print, radio, TV, outdoor, etc.) public relations and marketing activities (news and information services), major publications (newspapers, brochures, internal communication pieces), special events coordination, and any other duties as assigned by Commissioners Court.

### **ESSENTIAL DUTIES AND REQUIREMENTS:**

1. Prioritize, prepare, and or edit press releases, feature stories, photographs, etc. which serve to publicize County events; educate the public on important issues, programs, services the County provides.
2. Develop, schedule and implement advertising in the various media (TV, print, Radio, Public Access channels) for any and all County issues, events, programs.
3. Proofread/edit all printed documents ( for quality control) emanating from the PIO office and other County offices.
4. Coordinate all production of major publications that involve County information such as brochures, posters, fliers, articles, calendars, etc.
5. Prepare and manage departmental budget.
6. Represent the County in community organizations and activities.
7. Assist with preparation of County's Annual Performance Report.
8. Prepare essential reports for Department heads and staff as needed.

9. Must be able to work outside the normal 8-5 schedule; be available for events, functions, meetings, etc. that take place in the evenings, weekends, etc.
10. Perform any other duties as assigned by Commissioners Court.

**Note:** The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment of the position and is assigned by the supervisor.

### **QUALIFICATIONS:**

- **Bachelors Degree** in Journalism, Mass Communications, English, Broadcasting, Public Relations, or related area, from an accredited college or university.
- Two (2) years of work related experience preferred  
OR
- Six (6) years of progressively responsible experience to include writing, public speaking, media relations, community relations and special events planning, broadcasting may be considered in lieu of educational requirements; budgetary and supervisory skills.

### **SKILLS, KNOWLEDGE, AND ABILITIES:**

- Skill in the use of computer for desktop publishing and word processing;
- Knowledge of media relations, script writing, special event planning;
- Ability and skill in the use of Broadcasting equipment;
- Ability to produce cable-television –ready programming;
- Ability to use digital cameras;
- Ability to do linear/non-linear editing;
- Ability to handle multiple priorities and work under deadline pressure;
- Knowledge of federal, state, and local laws pertaining to OPEN MEETINGS/ Open Records and dissemination of information;
- Ability to communicate fluently in English and Spanish (verbal/written)

### **PHYSICAL REQUIREMENTS:**

- Must be able to sit or stand for prolonged periods of time.
- Must be able to lift 30 lbs. (books, files, file boxes, computer equipment and small devices).

**SELECTION GUIDELINES:**

Formal application, rating of education and experience; oral interview and reference check; job related tests might be required at time of interview.

**DRUG/ALCOHOL POLICY:**

Drug/Alcohol Policy applies to this job. Pre-employment drug/alcohol testing is required.

**SAFETY REGULATIONS:**

Required to comply and adhere to County policies.

**WEBB COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER  
AND COMPLIES WITH THE AMERICAN WITH DISABILITIES ACT.**



**Virginia Ibarra**  
**Rio Bravo Community Center**



# Webb County Employee Performance Evaluation

<b>Employee Name</b> <span style="float: right;">6</span>	<b>Position/Title</b>	<b>Employee ID No.</b>	<b>Date</b>
<b>Period Covered</b>	<b>Evaluation Type:</b> <input type="checkbox"/> Annual <input type="checkbox"/> Special	<b>Evaluated By (Name &amp; Title):</b>	

**I. PERFORMANCE**      Circle One Number Only

<b>JOB KNOWLEDGE</b> Degree of familiarity with job procedures and equipment essential to the job. Ability to be innovative.	Poor knowledge of the simplest duties or assignments; has no knowledge of related work.	Limited knowledge of the duties or assignments; has insufficient knowledge of related work.	Satisfactory knowledge of duties or assignments; has fair working knowledge of related work.	Demonstrates knowledge of most phases of job and related work.	Excellent knowledge of all duties, assignments and related duties.	<b>Point</b>
	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	

**COMMENTS**

---

<b>DEPENDABILITY</b> Ability to carry out tasks to completion and degree of supervision required.	Unable to carry out tasks to completion without constant supervision and repeated instruction.	Needs frequent supervision or help to complete tasks.	Seeks help when needed. Fulfills responsibilities with some supervision.	Self-starter. Rarely needs assistance to complete job responsibilities on time.	Highly dependable.	<b>Point</b>
	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	

**COMMENTS**

---

<b>WORK HABITS</b> Consider attendance and punctuality.	Work habits unsatisfactory. Too poor to retain in job without improvement. Frequently absent or tardy.	Work habits need improvement. Needs counseling. Occasional problems with attendance, punctuality.	Work habits satisfactory. Regular attendance and punctuality.	Work habits very good. Good attendance and punctuality.	Excellent work habits, attendance, rarely misses or is late.	<b>Point</b>
	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	

**COMMENTS**

---

<b>COOPERATION</b> Ability to get along with co-workers in support of work group objectives. Willingness to accept supervision.	Fails to cooperate with work group or to contribute to work group objectives. Resents supervision.	Contributes to work group but may have occasional difficulty accepting supervision. Needs prodding.	Maintains good will among co-workers and supports work group objectives. Accepts supervision.	Promotes good will among co-workers. Works actively to complete work group objectives. Willingly accepts supervision.	Excellent cooperation with employees, supervisors, and the public. Responds quickly and positively to supervision.	<b>Point</b>
	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	

**COMMENTS**

---

<b>INTERPERSONAL RELATIONS</b> Ability to communicate effectively with the public; degree to which a positive image of agency is projected and sustained.	Very brusque. Does not convey a positive image of the agency.	Tends to be impersonal and perfunctory in dealings with public. Lacks professionalism.	Usually is positive and supportive of mission. Gives agency good image.	Always gives courteous service; is a good communicator.	Exceptional courtesy, communicates clearly, listens well.	<b>Point</b>
	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	

**COMMENTS**

---

<b>QUALITY OF WORK</b> Consider accuracy, attention to detail and neatness to work, need to redo work. Orderliness of work place.	Does poor work; frequently has to redo tasks; tends to be messy.	Does acceptable work but needs more attention to accuracy; sometimes lacks neatness.	Few errors; usually thorough and attentive; generally neat.	Consistently accurate, constant attention to detail, good organizer.	Work is of exceptionally high quality, no rework required, excellent organizer.	<b>Point</b>
	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	

**COMMENTS**

---

<b>ADAPTABILITY</b> Ability to quickly adapt to changes in job assignments, methods, personnel, or surroundings.	Resists change. Unwilling to learn new procedures.	Slow to accept change. Adapts with some difficulty.	Easily adapts to change. Learns to use new procedures quickly.	Responds to change as a positive challenge. Demonstrates initiative in learning new procedures.	Undisturbed by change. Welcomes new assignments.	Point
	1	2	3	4	5	
<b>COMMENTS</b> _____ _____						

**(A) Total Performance Points (Maximum 35 Points):** \_\_\_\_\_

<b>II. EVALUATE (On 1-4 Scale)</b>	Hardly Ever 1	Seldom 2	Usually 3	Almost Always 4
Follows attendance and punctuality rules				
Observes safety rules and regulations				
Maintains neat and orderly work area				
Completes assignments timely and accurately				
Participates in meetings, training, and special events				

**(B) Total Evaluate Points (Maximum 20 Points):** \_\_\_\_\_

<b>OVERALL RATING SCALE:</b> 1-20 Unacceptable      33-45 Satisfactory      51-55 Outstanding 21-32 Unsatisfactory      46-50 Excellent			<b>(A + B) = Total Overall Points:</b> _____
			<b>Overall Rating:</b> _____

<b>III. ACTION PLAN &amp; GOALS FOR EMPLOYEE</b> (To be filled out by evaluator. Attach additional sheets if necessary)

<b>IV. EVALUATOR'S COMMENTS</b> (Attach additional sheets if necessary)

<b>V. RECOMMENDED ACTION</b>	
The Employee (IS), (IS NOT) recommended for <b>Continued Employment</b> . If the employee (IS NOT) recommended for Continued Employment, (HE) / (SHE) is being placed on <i>performance notice</i> for a period of three (3), six (6) months, or <b>Termination</b> . My signature indicates that the appraisal interview has been completed and discussed. I understand that I have the right to respond in writing within 5 working days and to have these comments attached to this performance appraisal. My signature <i>does not</i> necessarily mean that I agree with this report.	
Employee Signature _____	Date: _____
Evaluator Signature _____	Date: _____

## Job Description Form

Department Rio Bravo Community Center

Slot No. 1742

Department No. 6105

Name of Employee currently holding position \_\_\_\_\_

Job Title Director

Job Description:

Essential Duties:

- \* Understand and provide routine information within specified policies and procedures regarding department services or policies to the public or other county employees in person, over the telephone, or by mail
- \* Produce and edit routine letters, memorandums, reports, and other materials from rough draft or detailed notes
- \* Greet the general public and direct visitors to appropriate personnel
- \* Generate reports, lists, or other information from data previously entered in a computer system
- \* Proper representation on behalf of a Commissioner where the center lays within the county precinct in case he/she cannot attend a function
- \* Schedule of meetings and activities
- \* Coordinate special events as needed

- \* Effective leadership and organizational skills
- \* Available to be called to open the center all night in case of emergency as a Shelter for the residence of the area
- \* Oversee the daily operation of the Boys and Girls Club
- \* Attend weekly meetings with all center Directors to discuss any up coming events
- \* Drive into town on a weekly basis for any information that needs to be reported
- \* Operate a personal computer to access pre-established programs to input or retrieve information
- \* Operate modern office equipment
- \* Answer and direct calls using a multi-line telephone system
- \* Sort and file documents and reports according to predetermined methods and classifications
- \* Receive and sort incoming and outgoing mail
- \* Arrange travel and lodging for conferences
- \* Attend Conference both in town as well as out-of-town
- \* Fax correspondence, make copies, and run office errands
- \* Have excellent language skills both in English and Spanish
- \* Dependable - remain conscientious, accurate and reliable for an effective office
- \* Maintain a professional appearance at all time

- \* Maintain effective systems for accounts, receipts and expenditures of funds
- \* Working longer hours if necessary
- \* Perform other related work as required and any other duty assigned
- \* Reports to the Honorable County Judge and Commissioners Court



**Jose Luis Rodriguez**  
**Road & Bridge Department**





# Webb County Employee Performance Evaluation

<b>Employee Name</b>	<b>6</b>	<b>Position/ Title</b>	<b>Employee ID No.</b>	<b>Date</b>
<b>Period Covered</b>	<b>Evaluation Type:</b> ___ Annual ___ Special		<b>Evaluated By (Name &amp; Title):</b>	

## I. PERFORMANCE Circle One Number Only

<b>JOB KNOWLEDGE</b> Degree of familiarity with job procedures and equipment essential to the job. Ability to be innovative.	Poor knowledge of the simplest duties or assignments; has no knowledge of related work.	Limited knowledge of the duties or assignments; has insufficient knowledge of related work.	Satisfactory knowledge of duties or assignments; has fair working knowledge of related work.	Demonstrates knowledge of most phases of job and related work.	Excellent knowledge of all duties, assignments and related duties.	<b>Point</b>
	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	

**COMMENTS**

<b>DEPENDABILITY</b> Ability to carry out tasks to completion and degree of supervision required.	Unable to carry out tasks to completion without constant supervision and repeated instruction.	Needs frequent supervision or help to complete tasks.	Seeks help when needed. Fulfills responsibilities with some supervision.	Self-starter. Rarely needs assistance to complete job responsibilities on time.	Highly dependable.	<b>Point</b>
	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	

**COMMENTS**

<b>WORK HABITS</b> Consider attendance and punctuality.	Work habits unsatisfactory. Too poor to retain in job without improvement. Frequently absent or tardy.	Work habits need improvement. Needs counseling. Occasional problems with attendance, punctuality.	Work habits satisfactory. Regular attendance and punctuality.	Work habits very good. Good attendance and punctuality.	Excellent work habits, attendance, rarely misses or is late.	<b>Point</b>
	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	

**COMMENTS**

<b>COOPERATION</b> Ability to get along with co-workers in support of work group objectives. Willingness to accept supervision.	Fails to cooperate with work group or to contribute to work group objectives. Resents supervision.	Contributes to work group but may have occasional difficulty accepting supervision. Needs prodding.	Maintains good will among co-workers and supports work group objectives. Accepts supervision.	Promotes good will among co-workers. Works actively to complete work group objectives. Willingly accepts supervision.	Excellent cooperation with employees, supervisors, and the public. Responds quickly and positively to supervision.	<b>Point</b>
	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	

**COMMENTS**

<b>INTERPERSONAL RELATIONS</b> Ability to communicate effectively with the public; degree to which a positive image of agency is projected and sustained.	Very brusque. Does not convey a positive image of the agency.	Tends to be impersonal and perfunctory in dealings with public; lacks professionalism.	Usually is positive and supportive of mission; gives agency good image.	Always gives courteous service; is a good communicator.	Exceptional courtesy, communicates clearly, listens well.	<b>Point</b>
	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	

**COMMENTS**

<b>QUALITY OF WORK</b> Consider accuracy, attention to detail and neatness to work, need to redo work: Orderliness of work place.	Does poor work; frequently has to redo tasks; tends to be messy.	Does acceptable work but needs more attention to accuracy; sometimes lacks neatness.	Few errors; usually thorough and attentive; generally neat.	Consistently accurate, constant attention to detail; good organizer.	Work is of exceptionally high quality, no rework required, excellent organizer.	<b>Point</b>
	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	

**COMMENTS**

<b>ADAPTABILITY</b> Ability to quickly adapt to changes in job assignments, methods, personnel, or surroundings.	Resists change. Unwilling to learn new procedures.	Slow to accept change. Adapts with some difficulty.	Easily adapts to change. Learns to use new procedures quickly.	Responds to change as a positive challenge. Demonstrates initiative in learning new procedures.	Undisturbed by change. Welcomes new assignments.	<b>Point</b>
	1	2	3	4	5	
<b>COMMENTS</b>						

**(A) Total Performance Points (Maximum 35 Points):** \_\_\_\_\_

<b>II. EVALUATE (On 1-4 Scale)</b>	<b>Hardly Ever</b> 1	<b>Seldom</b> 2	<b>Usually</b> 3	<b>Almost Always</b> 4
Follows attendance and punctuality rules				
Observes safety rules and regulations				
Maintains neat and orderly work area				
Completes assignments timely and accurately				
Participates in meetings, training, and special events				

**(B) Total Evaluate Points (Maximum 20 Points):** \_\_\_\_\_

<b>OVERALL RATING SCALE:</b>			<b>(A + B) = Total Overall Points:</b> _____
1-20 Unacceptable	33-45 Satisfactory	51-55 Outstanding	
21-32 Unsatisfactory	46-50 Excellent		<b>Overall Rating:</b> _____

<b>III. ACTION PLAN &amp; GOALS FOR EMPLOYEE</b> (To be filled out by evaluator. Attach additional sheets if necessary)

<b>IV. EVALUATOR'S COMMENTS</b> (Attach additional sheets if necessary)

<b>V. RECOMMENDED ACTION</b>	
The Employee (IS), (IS NOT) recommended for <b>Continued Employment</b> .	
If the employee (IS NOT) recommended for Continued Employment, (HE) / (SHE) is being placed on <i>performance notice</i> for a period of three (3), six (6) months, or <b>Termination</b> .	
My signature indicates that the appraisal interview has been completed and discussed. I understand that I have the right to respond in writing within 5 working days and to have these comments attached to this performance appraisal. My signature <i>does not</i> necessarily mean that I agree with this report.	
<b>Employee Signature</b> _____	<b>Date:</b> _____
<b>Evaluator Signature</b> _____	<b>Date:</b> _____

**WEBB COUNTY  
JOB DESCRIPTION**

**TITLE:** Road & Bridge Superintendent  
**DEPARTMENT:** Road and Bridge  
**SLOT NUMBER:** 645

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**JOB SUMMARY:**

The function of this appointed official is to manage the Road and Bridge, and Motor Pool Department. The Superintendent works directly under Commissioners Court. He attends all Commissioners Court Meetings, plan and approve major decisions regarding, road maintenance and construction priorities. The development of plans, budgets, projects estimates, methods, scheduling, coordination, equipment needs and specifications, personnel and other duties described by the Optional Road Law of 1947 are his responsibilities.

**CHARACTERISTIC/ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Responsible for the safe keeping of all tools, machinery, implements and crews under his control.
- Insure that all applicable county and state laws with regards to the R&B functions are strictly complied with.
- Remain in frequent contact with other department heads to maintain a high degree of liaison and cooperation.
- Maintain a high degree of responsibility to precinct Commissioner's needs of the general public.
- Without bias, settle or remedy interdepartmental differences of employees. Interview prospective employees, without bias, and hire most qualified dependable applicant.
- Insure that all department employees perform their official duties to the highest degree of professionalism.
- Make sure that all personnel under him/her fellow proper safety precautions in the performance of theft duties.
- Insure that all work projects are properly recorded and filed
- Checks construction methods as set forth in specifications and the application of these methods to a finish overall job
- Inspect on site and ensure compliance of acceptable Texas State Standards and Laws regarding materials, methods and workmanship.
- Comply with the use of personal safety equipment as mandated
- Maintain accurate records, files, etc. of documents, correspondence and plats of activities as needed of position.
- Maintain accurate written reports and/or correspondence.
- Performs other job-related duties as assigned.

**QUALIFICATION STANDARDS:**

- Must have a High School Diploma or GED from an accredited institution.
- A Bachelor's Degree from an accredited college or university; preferred.
- Must possess 8+ years' experience in road construction, bridges, roads and structures.

**SKILLS AND ABILITIES:**

- Ability to communicate in English and Spanish.
- Ability to read and interpret Engineering construction drawings, of engineering mathematics, and of land.
- Surveying principles and practices.
- Ability to understand complicated Engineer mathematical calculations.
- Computer software (MS Office 2010, windows, Excel, PowerPoint, etc.)
- Considerable knowledge of the Texas Manual on Uniform Traffic Control Devices.

**PHYSICAL REQUIREMENTS:**

- Must be able to sit or stand for prolonged periods of time.
- Must be able to lift 50 lbs.
- Must be able to work outdoors as needed.

**OTHER REQUIREMENTS/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 **not covered** under Civil Service; however, all other Webb County Policies apply.

**SUPERVISORY:**

- Supervised directly by Commissioners Court.

**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

\_\_\_\_\_  
Supervisor Signature

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Printed Title

\_\_\_\_\_  
Printed Title

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

**Armandina Garcia**  
**Santa Teresita Community**  
**Center**



## Webb County Employee Performance Evaluation

<b>Employee Name</b> 6	<b>Position/Title</b>	<b>Employee ID No.</b>	<b>Date</b>
<b>Period Covered</b>	<b>Evaluation Type:</b> ___ Annual ___ Special	<b>Evaluated By (Name &amp; Title):</b>	

**I. PERFORMANCE**     Circle One Number Only

<b>JOB KNOWLEDGE</b> Degree of familiarity with job procedures and equipment essential to the job. Ability to be innovative.	Poor knowledge of the simplest duties or assignments; has no knowledge of related work.	Limited knowledge of the duties or assignments; has insufficient knowledge of related work.	Satisfactory knowledge of duties or assignments; has fair working knowledge of related work.	Demonstrates knowledge of most phases of job and related work.	Excellent knowledge of all duties, assignments and related duties.	<b>Point</b>
	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	

**COMMENTS**

---

<b>DEPENDABILITY</b> Ability to carry out tasks to completion and degree of supervision required.	Unable to carry out tasks to completion without constant supervision and repeated instruction.	Needs frequent supervision or help to complete tasks.	Seeks help when needed. Fulfills responsibilities with some supervision.	Self-starter. Rarely needs assistance to complete job responsibilities on time.	Highly dependable.	<b>Point</b>
	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	

**COMMENTS**

---

<b>WORK HABITS</b> Consider attendance and punctuality.	Work habits unsatisfactory. Too poor to retain in job without improvement. Frequently absent or tardy.	Work habits need improvement. Needs counseling. Occasional problems with attendance, punctuality.	Work habits satisfactory. Regular attendance and punctuality.	Work habits very good. Good attendance and punctuality.	Excellent work habits, attendance, rarely misses or is late.	<b>Point</b>
	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	

**COMMENTS**

---

<b>COOPERATION</b> Ability to get along with co-workers in support of work group objectives. Willingness to accept supervision.	Fails to cooperate with work group or to contribute to work group objectives. Resents supervision.	Contributes to work group but may have occasional difficulty accepting supervision. Needs prodding.	Maintains good will among co-workers and supports work group objectives. Accepts supervision.	Promotes good will among co-workers. Works actively to complete work group objectives. Willingly accepts supervision.	Excellent cooperation with employees, supervisors, and the public. Responds quickly and positively to supervision.	<b>Point</b>
	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	

**COMMENTS**

---

<b>INTERPERSONAL RELATIONS</b> Ability to communicate effectively with the public; degree to which a positive image of agency is projected and sustained.	Very brusque: Does not convey a positive image of the agency.	Tends to be impersonal and perfunctory in dealings with public; lacks professionalism.	Usually is positive and supportive of mission; gives agency good image.	Always gives courteous service; is a good communicator.	Exceptional courtesy, communicates clearly, listens well.	<b>Point</b>
	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	

**COMMENTS**

---

<b>QUALITY OF WORK</b> Consider accuracy, attention to detail and neatness to work; need to redo work; Orderliness of work place.	Does poor work; frequently has to redo tasks; tends to be messy.	Does acceptable work but needs more attention to accuracy; sometimes lacks neatness.	Few errors; usually thorough and attentive; generally neat.	Consistently accurate, constant attention to detail; good organizer.	Work is of exceptionally high quality, no rework required, excellent organizer.	<b>Point</b>
	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	

**COMMENTS**

---



<b>ADAPTABILITY</b> Ability to quickly adapt to changes in job assignments, methods, personnel, or surroundings.	Resists change. Unwilling to learn new procedures.	Slow to accept change. Adapts with some difficulty.	Easily adapts to change. Learns to use new procedures quickly.	Responds to change as a positive challenge. Demonstrates initiative in learning new procedures.	Undisturbed by change. Welcomes new assignments.	Point
	1	2	3	4	5	
<b>COMMENTS</b>						

**(A) Total Performance Points (Maximum 35 Points):** \_\_\_\_\_

<b>II. EVALUATE (On 1-4 Scale)</b>	Hardly Ever 1	Seldom 2	Usually 3	Almost Always 4
Follows attendance and punctuality rules				
Observes safety rules and regulations				
Maintains neat and orderly work area				
Completes assignments timely and accurately				
Participates in meetings, training, and special events				

**(B) Total Evaluate Points (Maximum 20 Points):** \_\_\_\_\_

<b>OVERALL RATING SCALE:</b>			<b>(A + B) = Total Overall Points:</b> _____
1-20 Unacceptable	33-45 Satisfactory	51-55 Outstanding	
21-32 Unsatisfactory	46-50 Excellent		<b>Overall Rating:</b> _____

<b>III. ACTION PLAN &amp; GOALS FOR EMPLOYEE</b> (To be filled out by evaluator. Attach additional sheets if necessary)

<b>IV. EVALUATOR'S COMMENTS</b> (Attach additional sheets if necessary)

<b>V. RECOMMENDED ACTION</b>	
The Employee (IS), (IS NOT) recommended for <b>Continued Employment</b> .	
If the employee (IS NOT) recommended for Continued Employment, (HE) / (SHE) is being placed on <i>performance notice</i> for a period of three (3), six (6) months, or <b>Termination</b> .	
My signature indicates that the appraisal interview has been completed and discussed. I understand that I have the right to respond in writing within 5 working days and to have these comments attached to this performance appraisal. My signature <i>does not</i> necessarily mean that I agree with this report.	
Employee Signature _____	Date: _____
Evaluator Signature _____	Date: _____



**WEBB COUNTY  
JOB DESCRIPTION**

**TITLE:** Director  
**DEPARTMENT:** Santa Teresita Community Center  
**SLOT NUMBER:** 2347  
**REVISION DATE:** October 6, 2011

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**JOB SUMMARY:**

Performs a variety of management tasks required for proper operation of department. Coordinate a variety of services, activities, and to ensure that they are carried out in a professional matter.

**CHARACTERISTIC/ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Coordinates and develops short and long range plans for the Center.
- Responsible for preparing annual Operational Budget for Center.
- Responsible for evaluating Center employees on an annual basis.
- Must be dependable; remain conscientious, accurate and able to run an effective office.
- Must maintain a professional appearance at all time.
- Must have effective leadership and organizational skills.
- Must be able to understand and provide routine information within specified policies and procedures regarding department services or policies to the public or other county employees in person, over the telephone, or by mail.
- Produce and edit routine letters, memorandums, reports, and other materials from rough draft or detailed notes.
- Coordinate flexible hours for the center and library services to accommodate our youth/adults needs (i.e. after school hours and working individuals).
- Up keep daily postings of the county webpage for Larga Vista Community Center.
- Greet the general public and direct visitors to appropriate personnel.
- Generate reports, lists, or other information from data previously entered in a computer system.
- Proper representation on behalf of a Commissioner where the center lays within the county precinct in case he/she cannot attend a function.
- Coordinate outreach programs to benefit Center service area.
- Schedule meetings and activities.
- Coordinate special events as needed.
- Available to be called to open the center all night in case of emergency as a shelter for the residence of the area.
- Attend weekly meetings with all center Directors to discuss any upcoming events.
- Operate a personal computer to access pre-established programs to input or retrieve information.
- Answer and direct calls using a multi-line telephone system.
- Sort and file documents and reports according to predetermined methods and classifications.
- Receive and sort incoming and outgoing mail.
- Arrange travel and lodging for conferences.
- Attend Conference both in town as well as out-of-town as necessary.
- Fax correspondence, make copies, and run office errands.

- Maintain effective systems for accounts, receipts and expenditures of funds.
- Working longer hours if necessary.
- Perform other related work as required and any other duty assigned.

**QUALIFICATION STANDARDS:**

- Must possess a High School diploma or GED Certificate.
- One to two years' experience in Management.

**SKILLS AND ABILITIES:**

- Ability to communicate both in English and Spanish.
- Must possess sound judgment and demonstrate professionalism in daily operations.
- Must have knowledge of standard office equipment including personal computer and software programs.

**PHYSICAL REQUIREMENTS:**

- Must be able to sit or stand for prolonged periods of time
- Must be able to lift 30-45 lbs.
- Must be able to work outdoors as needed.

**OTHER REQUIRMENTS/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 *not* covered under Civil Service; however, all other Webb County Policies apply.

**SUPERVISORY:**

- Supervised directly by Webb County Commissioners Court.

**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 Signature

\_\_\_\_\_  
Supervisor Signature

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Printed Title

\_\_\_\_\_  
Printed Title

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

**David Garza**  
**Veterans Service Office**



# Webb County Employee Performance Evaluation

<b>Employee Name</b>	<b>6</b>	<b>Position/ Title</b>	<b>Employee ID No.</b>	<b>Date</b>
<b>Period Covered</b>	<b>Evaluation Type:</b> ___ Annual ___ Special		<b>Evaluated By (Name &amp; Title):</b>	

## I. PERFORMANCE Circle One Number Only

<b>JOB KNOWLEDGE</b> Degree of familiarity with job procedures and equipment essential to the job. Ability to be innovative.	Poor knowledge of the simplest duties or assignments; has no knowledge of related work.	Limited knowledge of the duties or assignments; has insufficient knowledge of related work.	Satisfactory knowledge of duties or assignments; has fair working knowledge of related work.	Demonstrates knowledge of most phases of job and related work.	Excellent knowledge of all duties, assignments and related duties.	<b>Point</b>
	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	

**COMMENTS**

<b>DEPENDABILITY</b> Ability to carry out tasks to completion and degree of supervision required.	Unable to carry out tasks to completion without constant supervision and repeated instruction.	Needs frequent supervision or help to complete tasks.	Seeks help when needed. Fulfills responsibilities with some supervision.	Self-starter. Rarely needs assistance to complete job responsibilities on time.	Highly dependable.	<b>Point</b>
	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	

**COMMENTS**

<b>WORK HABITS</b> Consider attendance and punctuality.	Work habits unsatisfactory. Too poor to retain in job without improvement. Frequently absent or tardy.	Work habits need improvement. Needs counseling. Occasional problems with attendance, punctuality.	Work habits satisfactory. Regular attendance and punctuality.	Work habits very good. Good attendance and punctuality.	Excellent work habits, attendance, rarely misses or is late.	<b>Point</b>
	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	

**COMMENTS**

<b>COOPERATION</b> Ability to get along with co-workers in support of work group objectives. Willingness to accept supervision.	Fails to cooperate with work group or to contribute to work group objectives. Resents supervision.	Contributes to work group but may have occasional difficulty accepting supervision. Needs prodding.	Maintains good will among co-workers and supports work group objectives. Accepts supervision.	Promotes good will among co-workers. Works actively to complete work group objectives. Willingly accepts supervision.	Excellent cooperation with employees, supervisors, and the public. Responds quickly and positively to supervision.	<b>Point</b>
	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	

**COMMENTS**

<b>INTERPERSONAL RELATIONS</b> Ability to communicate effectively with the public; degree to which a positive image of agency is projected and sustained.	Very brusque: Does not convey a positive image of the agency.	Tends to be impersonal and perfunctory in dealings with public: lacks professionalism.	Usually is positive and supportive of mission: gives agency good image.	Always gives courteous service: is a good communicator.	Exceptional courtesy, communicates clearly, listens well.	<b>Point</b>
	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	

**COMMENTS**

<b>QUALITY OF WORK</b> Consider accuracy, attention to detail and neatness to work, need to redo work: Orderliness of work place.	Does poor work; frequently has to redo tasks; tends to be messy.	Does acceptable work but needs more attention to accuracy; sometimes lacks neatness.	Few errors; usually thorough and attentive; generally neat.	Consistently accurate. constant attention to detail; good organizer.	Work is of exceptionally high quality, no rework required, excellent organizer.	<b>Point</b>
	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	

**COMMENTS**

<b>ADAPTABILITY</b> Ability to quickly adapt to changes in job assignments, methods, personnel, or surroundings.	Resists change. Unwilling to learn new procedures.	Slow to accept change. Adapts with some difficulty.	Easily adapts to change. Learns to use new procedures quickly.	Responds to change as a positive challenge. Demonstrates initiative in learning new procedures.	Undisturbed by change. Welcomes new assignments.	<b>Point</b>
	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	
<b>COMMENTS</b>						

**(A) Total Performance Points (Maximum 35 Points):** \_\_\_\_\_

<b>II. EVALUATE (On 1-4 Scale)</b>	Hardly Ever 1	Seldom 2	Usually 3	Almost Always 4
Follows attendance and punctuality rules				
Observes safety rules and regulations				
Maintains neat and orderly work area				
Completes assignments timely and accurately				
Participates in meetings, training, and special events				

**(B) Total Evaluate Points (Maximum 20 Points):** \_\_\_\_\_

<b>OVERALL RATING SCALE:</b>			<b>(A + B) = Total Overall Points:</b> _____
1-20 Unacceptable	33-45 Satisfactory	51-55 Outstanding	
21-32 Unsatisfactory	46-50 Excellent		<b>Overall Rating:</b> _____

<b>III. ACTION PLAN &amp; GOALS FOR EMPLOYEE</b> (To be filled out by evaluator. Attach additional sheets if necessary)

<b>IV. EVALUATOR'S COMMENTS</b> (Attach additional sheets if necessary)

<b>V. RECOMMENDED ACTION</b>	
The Employee (IS), (IS NOT) recommended for <b>Continued Employment</b> .	
If the employee (IS NOT) recommended for Continued Employment, (HE) / (SHE) is being placed on <i>performance notice</i> for a period of three (3), six (6) months, or <b>Termination</b> .	
My signature indicates that the appraisal interview has been completed and discussed. I understand that I have the right to respond in writing within 5 working days and to have these comments attached to this performance appraisal. My signature <i>does not</i> necessarily mean that I agree with this report.	
Employee Signature _____	Date: _____
Evaluator Signature _____	Date: _____

**WEBB COUNTY  
JOB DESCRIPTION**

**TITLE:** Veteran Services Officer  
**DEPARTMENT:** Veterans Services  
**SLOT NUMBER:** 0033  
**REVISION DATE:** March 4, 2013

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**JOB SUMMARY:**

Performs highly veterans assistance work by ensuring veterans and dependents are aware of and receive benefits and entitlements available to them. Work involves providing information on federal and state veterans benefits and assisting in preparing and submitting benefits applications for county veterans, families and survivors. Will meet with individual veterans to ascertain needs, potential eligibilities and direct them in the process needed to obtain benefits. This position is responsible for advocating for the veterans of Webb County with agencies and administrative agencies including the Veterans Administration and the Texas Veterans Commission; promoting the services of the Veterans Services Office and other civic organizations to the veterans of Webb County; and participating in the planning of programs, policies or objectives for department.

**CHARACTERISTIC/ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Directs and oversees the operations of the Veteran Services Office; monitors and manages departmental budget; prepares annual departmental budget request; and performs supervisory functions as needed.
- Acts as liaison for all Webb County Veterans to ensure veterans, family members and survivors are aware of federal and state benefits they are eligible for through the Veterans Administration and the Texas Veterans Commission; assists in preparing and filing applications for federal and state veterans benefits; enters veteran information into applicable administrative databases; conducts reviews of benefits and helps in finding other federal, state, county and local support agencies and offices that provide additional services or assistance.
- Advocates for the veterans of Webb County and their family members and survivors in the resolution of various claim problems and grievances by contacting federal and state veteran agencies, including the Veterans Administration and the Texas Veterans Commission to resolve problems.
- Plans, coordinates, conducts and promotes veterans benefits outreach programs with the U.S. Department of Veterans Affairs, Texas Veterans Commission and other veterans organizations, etc. include making all logistical arrangements, inviting contributors and developing an advertising plan; may conduct large scale public meetings to promote veterans benefits programs.
- Maintains current knowledge of and ensures compliance with all updated federal, and state veterans benefits programs, policies and procedures; attends trainings conducted by the Texas Veterans Commission and other veterans support agencies, including local veterans support organization meetings; remains up-to-date on local veterans



- events and issues impacting the local veteran community.
- Travels to permanent or temporary locations throughout Webb County to provide veteran services; may include travel to evening and weekend meetings and trainings.
  - Provides accurate information, reports, and assistance as required to Elected Officials, Department Heads, employees, and the public regarding the Veterans Services Program.
  - Oversees and maintains all necessary records and documentation related to Veteran Services affairs in accordance with existing records retention laws; orders and maintains all materials and supplies necessary for the essential functions of the Veterans Services program.
  - Works as part of a team and maintains a cooperative, helpful attitude towards fellow workers, supervisors, subordinates, and the general public.
  - Maintains confidentiality and security of all Veteran Services information and systems.
  - Performs other job related duties as directed by Commissioners Court.

**QUALIFICATION STANDARDS:**

- Must have a High School Diploma or GED from accredited institution.
- Must have an Associate Degree or 2-5 years administrative or supervisory government work experience.
- Must have 4 years of military service with any branch of the Armed Services with an Honorable discharge or be a widowed Gold Star Mother or un-remarried widow of a serviceman or veteran whose death resulted from service.
- Must meet the Statutory Certification of County Service Management Officer as required by the Texas Veteran's Commissioner.

**SKILLS AND ABILITIES:**

- Ability to communicate in English and Spanish.
- Must have knowledge of applicable laws related to the Veteran Services program.
- Must have knowledge of resources available to Veterans and their dependents that need assistance.
- Must have knowledge of proper management and organizational techniques.
- Must have knowledge principles and practices of accounting, budget administration, and auditing.
- Must have Professional Customer Service skills.
- Must have knowledge of Webb County policies and procedures.
- Must have knowledge of standard office equipment including personal computer and software programs.
- Must perform multiple tasks simultaneously in a timely manner;
- Must be able to effectively speak to small audiences to convey information.
- Must be able to conduct business with the public in a professional and courteous manner.
- Must be detail orientated, and have strong communication, interpersonal, problem solving, analytical, organizational, conflict resolution, and stress tolerance skills.
- Must be able to handle exposure to potentially hostile individuals.
- Maintain confidentiality of information encountered in work activities at all times.



**PHYSICAL REQUIREMENTS:**

- Must be able to sit or stand for prolonged periods of time.
- Must be able to lift 25 lbs.
- Must be able to work outdoors as needed.

**OTHER REQUIREMENTS/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 *not* covered by Civil Service; therefore, is subject to the Civil Service Rules and Regulations in addition to all other Webb County Policies.

**SUPERVISORY:**

- Supervised directly by Commissioner's Court.

**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 Signature

\_\_\_\_\_  
Supervisor Signature

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Printed Title

\_\_\_\_\_  
Printed Title

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

**Ricardo A. Rangel**  
**Webb County Fire/EMS Chief**



## Webb County Employee Performance Evaluation

<b>Employee Name</b> <span style="float: right;">6</span>	<b>Position/Title</b>	<b>Employee ID No.</b>	<b>Date</b>
<b>Period Covered</b>	<b>Evaluation Type:</b> <input type="checkbox"/> Annual <input type="checkbox"/> Special	<b>Evaluated By (Name &amp; Title):</b>	

**I. PERFORMANCE**     Circle One Number Only

<b>JOB KNOWLEDGE</b> Degree of familiarity with job procedures and equipment essential to the job. Ability to be innovative.	Poor knowledge of the simplest duties or assignments; has no knowledge of related work.	Limited knowledge of the duties or assignments; has insufficient knowledge of related work.	Satisfactory knowledge of duties or assignments; has fair working knowledge of related work.	Demonstrates knowledge of most phases of job and related work.	Excellent knowledge of all duties, assignments and related duties.	<b>Point</b>
	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	

**COMMENTS**

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<b>DEPENDABILITY</b> Ability to carry out tasks to completion and degree of supervision required.	Unable to carry out tasks to completion without constant supervision and repeated instruction.	Needs frequent supervision or help to complete tasks.	Seeks help when needed. Fulfills responsibilities with some supervision.	Self-starter. Rarely needs assistance to complete job responsibilities on time.	Highly dependable.	<b>Point</b>
	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	

**COMMENTS**

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<b>WORK HABITS</b> Consider attendance and punctuality.	Work habits unsatisfactory. Too poor to retain in job without improvement. Frequently absent or tardy.	Work habits need improvement. Needs counseling. Occasional problems with attendance, punctuality.	Work habits satisfactory. Regular attendance and punctuality.	Work habits very good. Good attendance and punctuality.	Excellent work habits, attendance, rarely misses or is late.	<b>Point</b>
	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	

**COMMENTS**

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<b>COOPERATION</b> Ability to get along with co-workers in support of work group objectives. Willingness to accept supervision.	Fails to cooperate with work group or to contribute to work group objectives. Resents supervision.	Contributes to work group but may have occasional difficulty accepting supervision. Needs prodding.	Maintains good will among co-workers and supports work group objectives. Accepts supervision.	Promotes good will among co-workers. Works actively to complete work group objectives. Willingly accepts supervision.	Excellent cooperation with employees, supervisors, and the public. Responds quickly and positively to supervision.	<b>Point</b>
	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	

**COMMENTS**

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<b>INTERPERSONAL RELATIONS</b> Ability to communicate effectively with the public; degree to which a positive image of agency is projected and sustained.	Very brusque. Does not convey a positive image of the agency.	Tends to be impersonal and perfunctory in dealings with public; lacks professionalism.	Usually is positive and supportive of mission; gives agency good image.	Always gives courteous service; is a good communicator.	Exceptional courtesy, communicates clearly, listens well.	<b>Point</b>
	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	

**COMMENTS**

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<b>QUALITY OF WORK</b> Consider accuracy, attention to detail and neatness to work, need to redo work; Orderliness of work place.	Does poor work; frequently has to redo tasks; tends to be messy.	Does acceptable work but needs more attention to accuracy; sometimes lacks neatness.	Few errors; usually thorough and attentive; generally neat.	Consistently accurate, constant attention to detail; good organizer.	Work is of exceptionally high quality, no rework required, excellent organizer.	<b>Point</b>
	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	

**COMMENTS**

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<b>ADAPTABILITY</b> Ability to quickly adapt to changes in job assignments, methods, personnel, or surroundings.	Resists change. Unwilling to learn new procedures.	Slow to accept change. Adapts with some difficulty.	Easily adapts to change. Learns to use new procedures quickly.	Responds to change as a positive challenge. Demonstrates initiative in learning new procedures.	Undisturbed by change. Welcomes new assignments.	Point
	1	2	3	4	5	
<b>COMMENTS</b>						

**(A) Total Performance Points (Maximum 35 Points):** \_\_\_\_\_

<b>II. EVALUATE (On 1-4 Scale)</b>	Hardly Ever 1	Seldom 2	Usually 3	Almost Always 4
Follows attendance and punctuality rules				
Observes safety rules and regulations				
Maintains neat and orderly work area				
Completes assignments timely and accurately				
Participates in meetings, training, and special events				

**(B) Total Evaluate Points (Maximum 20 Points):** \_\_\_\_\_

<b>OVERALL RATING SCALE:</b>			<b>(A + B) = Total Overall Points:</b> _____
1-20 Unacceptable	33-45 Satisfactory	51-55 Outstanding	<b>Overall Rating:</b> _____
21-32 Unsatisfactory	46-50 Excellent		

<b>III. ACTION PLAN &amp; GOALS FOR EMPLOYEE</b> (To be filled out by evaluator. Attach additional sheets if necessary)

<b>IV. EVALUATOR'S COMMENTS</b> (Attach additional sheets if necessary)

<b>V. RECOMMENDED ACTION</b>	
The Employee (IS), (IS NOT) recommended for <b>Continued Employment</b> .	
If the employee (IS NOT) recommended for Continued Employment, (HE) / (SHE) is being placed on <i>performance notice</i> for a period of three (3), six (6) months, or <b>Termination</b> .	
My signature indicates that the appraisal interview has been completed and discussed. I understand that I have the right to respond in writing within 5 working days and to have these comments attached to this performance appraisal. My signature <i>does not</i> necessarily mean that I agree with this report.	
Employee Signature _____	Date: _____
Evaluator Signature _____	Date: _____

# WEBB COUNTY REQUEST FOR QUALIFICATIONS

**TITLE:** Webb County Fire and EMS Chief  
**DEPARTMENT:** Fire & EMS Services Department  
**SLOT NUMBER:**  
**REVISION DATE:** August 4, 2010

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## **JOB SUMMARY:**

Under the direction of the Commissioners Court, the Fire and EMS Chief directs and oversees the day to day operations within the Webb County Fire and EMS Department, and coordinates, reviews, participates in the Emergency Management programs; oversee the Fire and EMS Services department employees; ensures the protection of residents and property from fire; prevents fires when possible; investigates the causes of those which occur and educates the general public on fire prevention.

## **CHARACTERISTIC/ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Supervise fire officers and fire equipment operators, assigns and reviews work, schedules overtime assignments, completes performance evaluations and makes recommendations to hire, terminate, and disciplinary issues. Performs duties and responsibilities, as established by State Statutes and County Policies and Procedures and as assigned by Commissioner's Court
- Prepares the Fire Services budget for the county, and monitors expenditures.
- Enforces the Uniform Fire Code and the International Fire Code.
- Maintains fire records and associated documents including firefighter trainings; and prepares education and informational programs that media, schools, businesses and general public.
- Coordinates and trains employees and volunteers on fire behaviors, fire extinguisher use, personal protective equipment, fire control, hazardous materials; conducts fire prevention programs, and prepares and files required reports.
- Recommends and implements goals and objectives; establishes schedules and methods of providing Emergency Management Programs; assists in the implementation of policies and procedures.
- Develops comprehensive emergency plans for Webb County; researches and analyzes County requirements for emergency management; create an action plan to respond to emergency and hazardous spills/accidents; coordinates an action plan to handle according to all state and Federal rules, hazardous materials.
- Assists with investigations of fire scenes to determine cause, origin and damage caused by fire ensuring prosecution of cases of arson.
- Participates in fire suppression, property protection and emergency rescue; monitors firefighters' performance to ensure safe and efficient firefighting and compliance with rules and regulations.

- Maintains current knowledge of fire codes and ordinances as well as new fire-fighting tactics and strategies.
- Serves as liaison with other local Fire and EMS departments/agencies.
- Coordinates annual testing and inspections of fire hydrants, fire hoses, ladders, aerial apparatus, pumping apparatus and department vehicles and all equipment used in fire suppression activities.
- Assists to prepare County emergency evacuation plans.
- Responds to emergency calls when off duty, as required.
- Establishes procedures to assure the highest standards of risk management, employee safety, and risk avoidance.
- Works closely with County Attorney in the development of ordinances.
- Move firefighting equipment, stretchers, bodies and various items at fire scenes as necessary.
- Performs other related duties as may be assigned.

**QUALIFICATION STANDARDS:**

- High School diploma or GED; or
- Associate Degree; or
- Bachelor's Degree

**CERTIFICATES AND LICENCES REQUIRED:**

- Fire Official with Basic or Intermediate, or Advance Certificates
- Fire Services Instructor

**EXPERIENCE:**

- A minimum of Five (5) years experience in municipal or county fire department, with at Two (2) years involving fire inspection and investigation; and completion of Hazardous Materials Level V training;
- OR, any equivalent combination of experience and training which provides the required knowledge, skills and abilities.

**SKILLS AND ABILITIES:**

- Ability to interpret comprehensive budgets (current and projected).
- Skill in written and verbal communication;
- Ability to supervise, train and motivate employees;
- Ability to work in extreme temperature for moderate periods of time;
- Carry heavy loads up and down stairways and ladders;
- Ability to coordinate incident command functions at scene of fire;
- Ability to establish effective working relationships with all, law enforcement personnel, local and state officials, the general public;
- Read and understand blueprints;



- Maintain appropriate necessary certifications;
- Ability to make effective presentations.
- Skill with computer systems and applications.
- Knowledge of the State of Texas, Local Government Code and State Statutes relating fire management.

**PHYSICAL REQUIREMENTS:**

- Typically sit at a desk or table; walking, standing, or stoop.
- Occasionally lift, carry, push, pull or otherwise move objects weighing up to One Hundred Fifty (150 lbs.) pounds.
- Work for sustained periods of time; maintains concentrated attention to detail.

**OTHER REQUIRMENTS/INFORMATION:**

- Must possess a valid and current Texas driver's license.
- Drug and Alcohol Policy applies to this job. Pre-employment drug/alcohol testing and criminal background checks are required.

This position is **NOT** covered by Civil Service; however, is subject to Webb County Policies and procedures.

**SUPERVISORY:** Supervised directly by Webb County Commissioners Court.

**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 and/or implied.

\_\_\_\_\_  
Employee Signature / Date

\_\_\_\_\_  
Supervisor's Signature / Date

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Printed Title

**WEBB COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER AND COMPLIES WITH THE AMERICAN WITH DISABILITIES ACT.**