

#### Webb County Administrative Services Department

Risk Management

**Human Resources** 

#### MEMORANDUM

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

#### Webb County Department Head Evaluations 2015 Schedule

In Alphabetical Order by Department Name

ate: July 13, 2015- 1:30 p.m.

fime	Department Name	Director	Notes	
	Administrative Services	Cynthia Mares	523-4143	
	Bruni Community Center	Nelda Cortinas	361-747-5314	
	Building Maintenance	Maintenance Luis Perez-Garcia / New m		
	Carlos Aguilar Activity Center	Rachael Rangel	726-3895	
	Economic Development/Community Action Agency/Self Help	Juan Vargas	523-4182	
	El Cenizo Community Center	Ricardo Molina	718-8532	
	Engineering Department	Luis Perez-Garcia	523-4055	
	Ernesto J. Salinas Community Center	Griselda Johnson	361-586-4569	
	Fernando A. Salinas Community Center	Jose A. Pantoja	722-1458	
	Fred M. & Anita Bruni Community Center	Javier Cavazos	956-417-3330	
	Head Start Program	Aliza F. Oliveros	795-1515	
	Indigent Health Care Services	Nancy Cadena	523-4747	
	Larga Vista Community Center	Gregorio B. Araiza	712-3500	
	Law Library	Yolanda Carrillo	523-4267	
	Information Technology	Rafael Pena	523-4069	
	Medical Examiner	Dr. Corinne Stern	722-7054	
	Mirando Activity Center	Juana Maria Lopez	361-586-4260	
	Planning & Physical Development	Rhonda Tiffin	523-4100	
	Pre Trial Services	Cornell Mickley	523-4988	
-	Public Defender	Virginia Aranda	523-4101	
	Public Information Officer	Larry Sanchez	523-4999	
	Rio Bravo Activity Center	Gloria Rendon	728-1262	
	Rio Bravo Community Center	Virginia Ibarra	523-4660	
-	Road & Bridge Department	Jose Luis Rodriguez	523-5300	
	Santa Teresita Community Center	Armandina Garcia	956-418-6563	
	Veterans Office	David Garza	523-4399	
	Webb County Fire/EMS Coordinator	Ricardo Rangel	523-5703	

#### Additional Notes:

Time	Department Name	Director	Notes	
	2		N-4	
Time	Department Name	Director	Notes	

#### Webb County Department Head Evaluations 2015 Schedule

In Alphabetical Order by Department Name

ete: July 13, 2015- 1:30 p.m.

ime	Department Name	Director	Notes
	Administrative Services	Cynthia Mares	523-4143
	Bruni Community Center	Nelda Cortinas	361-747-5314
	Building Maintenance	Luis Perez-Garcia	721-2404
	Carlos Aguilar Activity Center	Rachael Rangel	726-3895
	Economic Development/Community Action Agency/Self Help	Juan Vargas	523-4182
	El Cenizo Community Center	Ricardo Molina	718-8532
	Engineering Department	Luis Perez-Garcia	523-4055
	Ernesto J. Salinas Community Center	Griselda Johnson	361-586-4569
	Fernando A. Salinas Community Center	Jose A. Pantoja	722-1458
	Fred M. & Anita Bruni Community Center	Javier Cavazos	956-417-3330
	Head Start Program	Aliza F. Oliyeros	795-1515
	Indigent Health Care Services	Nancy Cadena	523-4747
	Larga Vista Community Center	Gregorjo B. Araiza	712-3500
	Law Library	Yolanda Carrillo	523-4267
	Information Technology	Rafael Pena	523-4069
	Medical Examiner	Dr. Corinne Stern	722-7054
	Mirando Activity Center	Juana Maria Lopez	361-586-4260
	Planning & Physical Development /	Rhonda Tiffin	523-4100
	Pre Trial Services	Cornell Mickley	523-4988
	Public Defender	Virginia Aranda	523-4101
	Public Information Officer	Larry Sanchez	523-4999
	Rio Bravo Activity Center	Gloria Rendon	728-1262
	Rio Bravo Community Center	Virginia Ibarra	523-4660
	Road & Bridge Department	Jose Luis Rodriguez	523-5300
	Santa Teresita Community Center	Armandina Garcia	956-418-6563
	Veterans Office	David Garza	523-4399
	Webb County Fire/EMS Coordinator	Ricardo Rangel	523-5703

Additional Notes: /

Time	Department Name	Director	Notes	e te - de - de la
Time	Department Name	Director	Notes	The Hamilton
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## Webb County Departments Under the Purview of Commissioners Court (as of July 2015)

	Department Name	Department Head/Director			
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

Employee		Position/		Employ	Employee ID No. Date		
Na		Title					
Period		Evaluation	Annual	Evaluated By (Na	ame & Title):		
Covered		Туре:	Special	CONTROL PROPERTY OF A THE OWNER OF THE OWNER OW			
I. PERFORMAN	CE Circle One Nu	mber Only					
JOB KNOWLEDGE Degree	Poor knowledge of the	Limited knowledge of the	Satisfactory knowledge of	Demonstrates knowledge	Excellent knowledge of		
of familiarity with job procedures and equipment essential to the job. Ability to	simplest duties or assignments; has no knowledge of related work.	duties or assignments; has insufficient knowledge of related work.	duties or assignments; has fair working knowlege of related work.	of most phases of job and related work.	all duties, assignments and related duties.	Point	
be innovative.	1	2	3	4	5		
COMMENTS							
DEPENDABILITY	Unable to carry out tasks to	Needs frequent supervision	Seeks help when needed.	Self-starter. Rarely needs	Highly dependable.		
Ability to carry out tasks to completion and degree of supervision required.	completion without constant supervision and repeated Instruction.	or help to complete tasks.	Fulfills responsibilities with some supervision.	assistance to complete job responsibilities on time.	Thighly dependence.	Point	
	1	2	3	4	5		
COMMENTS							
WORK HABITS	Work habits unsatisfactory.	Work habits need	Work habits satisfactory.	Work habits very good.	Excellent work habits,	Constant	
Consider attendance and punctuality.	Too poor to retain in job without improvement.	improvement. Needs counseling. Occasional	Regular attendance and punctuality	Good attendance and punctuality.	attendance, rarely misses or is late.	Poin	
	Frequently absent or tardy.	problems with attendance, punctuality.					
	1	2	2 3		5		
COMMENTS							
		<b>1</b>					
to get along with co-workers in support of	Fails to cooperate with work group or to Contribute to work group objectives.	Contributes to work group but may have occasional difficulty accepting supervision.	co-workers and supports work group objectives.	Promotes good will among co-workers. Works actively to complete work group	supervisors, and the	Poin	
work group objectives. Willingness to accept supervision.	Resents supervision.	Needs prodding.	Accepts supervision.	objectives. Willingly accepts supervision.	public. Responds quickly and positively to supervision.		
	1	2	3	4	5		
COMMENTS	*	50000	MIL				
	**				La company		
INTERPERSONAL RELATIONS Ability to communicate effectively with the public; degree to which a positive image of agency is projected	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.	Poin	
and sustained.		2	3		5		
COMMENTS	11		3	4	5		
QUALITY OF WORK	Does poor work; frequently	Does acceptable work but	Few errors; usually thorough	Consistently accurate.	Work is of exceptionally		
Consider accuracy, attention to detail and neatness to work, paged to redo work:		needs more attention to accuracy; sometimes lacks neatness.	and attentive; generally neat.	constant attention to detail, good organizer.	high quality, no rework required, excellent organizer.	Poin	
Orde of work place.		2	3		5		
	1	2	3	4	3		

							rage ro	
ADAPTABILITY Ability to quickly adapt to changes in	Resists change. Unwilling to learn new procedures.	Slow to accept change. Adapts with some difficulty.	Easily adapts to c Learns to use nev		Responds to change as positive challenge.	a Undisturbed b Welcomes nev		Point
job assignments, methods,	The state of the s			procedures quickly.		assignments.	"	- Citi
personnel, or surroundings.					learning new procedures	£	- 1	-
	1	2	3		4	5	55	
COMMENTS								
		(A) Total Perfo	rmance P	oints	(Maximum 35	Points):		
II. EVALUATE	(On 1-4 Scale)	)# H	ardly Ever			Isually		Always
	MARINAN ENGINEERS COM		1		2	3		4
	and punctuality rules							
Observes safety rul								
Maintains neat and								
	nents timely and accur							
Participates in meet	tings, training, and spe	ecial events						
		(B) Total E	Evaluate P	oints	(Maximum 20	Points):		
		1-1			,			
OVERALL DAT	NO SOALE.							
OVERALL RAT			( ) .	D) -	Total Overall	Dointo		
1-20 Unacceptable 21-32 Unsatisfactory	33-45 Satisfactory 46-50 Excellent	51-55 Outstanding	(A +	D) =	Total Overall	Points:		
21-32 Offsatisfactory	40-30 Excellent			Juana	II Dating:			
				overa	II Rating:			
III. ACTION PI	LAN & GOALS FO	R EMPLOYEE	o be filled out	by eva	luator. Attach addit	ional sheets	if necess	sary)
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		986						
				-				
IV. EVALUATO	R'S COMMENTS	(Attach additional sh	eets if necess	ary)				
	CONTRACTOR OF THE PARTY OF THE							
L								
V. RECOMMEN	DED ACTION							
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	NOT) recommended (a), six (6) months, o		yment, (HE) /	(SHE) i	s being placed on ,	erformance	notice	
respond in writing w	tes that the appraisal vithin 5 working days a an that I agree with thi	and to have these con					10.11.17.1	
Employee Signatu		vera validik Device 1964			Dat	e:		
Evaluator Signatu					_ Dat	e:		

### 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 Resouces employees and functions.
- 2. Administers all County insurance programs, including self insured contracts.
- Seek alternative methods of insuring Webb County against all losses, including property, personal injury, Workers' Compensation and group health, dental, prescription, and life claims.
- Conduct research and analyze all insurance programs for the possibility of procuring proposals and/or renewals for the upcoming fiscal year.
- Prepare and initiate reports necessary for specifications for all Webb County Insurance Programs.
- Reviews specifications for request for proposals issued for all lines of coverage to ensure compatibility with Webb County's needs.
- Must develop good working relationship with all insurance carriers, agents, and representatives, as well as County elected officials, department heads, supervisors and staff.
- 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.
- 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

Employee		Position/		Employ	Employee ID No. Date		
Na		Title					
Period		Evaluation	EvaluationAnnual E		ame & Title):		
Covered		Туре:	Special				
. PERFORMAN	CE Circle One Nu	mber Only					
OB KNOWLEDGE Degree		Limited knowledge of the	Satisfactory knowledge of	Demonstrates knowledge	Excellent knowledge of		
of familiarity with job	simplest duties or	duties or assignments; has	duties or assignments; has	of most phases of job and	all duties, assignments	Poin	
procedures and equipment	assignments; has no knowledge of related work.	insufficient knowledge of related work.	fair working knowlege of related work.	related work.	and related duties.		
be innovative.	kinowiedge of related work.	related work.	related work,				
	1	2	3	4	5		
COMMENTS				V-12			
DEPENDABILITY	Unable to carry out tasks to	Needs frequent supervision	Seeks help when needed.	Self-starter. Rarely needs	Highly dependable.	200	
Ability to carry out tasks to completion and degree of	completion without constant supervision and repeated	or help to complete tasks.	Fulfills responsibilities with some supervision.	assistance to complete job responsibilities on time.		Poin	
supervision required.	Instruction.		some supervision.	responsibilities on time.	1		
	1	2	3	4	5		
COMMENTS	•		3		3		
HODE HADITS	hard better modern	Inter taken and	Manual babba and district	IW-s-t-t-t-t-	IF		
VORK HABITS Consider attendance and	Work habits unsatisfactory. Too poor to retain in job	Work habits need improvement. Needs	Work habits satisfactory. Regular attendance and	Work habits very good.	Excellent work habits,	Pole	
unctuality.	without improvement.	counseling. Occasional	punctuality.	Good attendance and punctuality.	attendance, rarely misses or is late.	Poir	
dirictuality.	Frequently absent or tardy.	problems with attendance,	punctuality.	purictuality.	misses of is late.		
		punctuality.					
	1	2	3	4	5		
OMMENTS	•	-		-			
COOPERATION Ability	Fails to cooperate with work	Contributes to work group but	Maintains and will among	Promotes good will among	Excellent connection		
get along with	group or to Contribute to	may have occasional difficulty		co-workers. Works actively	TO SECURE A SECURITION OF THE PERSON OF THE	Poin	
o-workers in support of	work group objectives.	accepting supervision.	work group objectives.	to complete work group	supervisors, and the	7 011	
vork group objectives.	Resents supervision.	Needs prodding.	Accepts supervision.	objectives. Willingly	public. Responds quickly		
Villingness to accept				accepts supervision.	and positively to		
upervision.	241				supervision.		
	11	2	2 3		5		
COMMENTS							
NTERPERSONAL	Very brusque: Does not	Tends to be impersonal and	Usually is positive and	Always gives courteous	Exceptional courtesy,		
RELATIONS	convey a positive image of	perfunctory in dealings with	supportive of mission: gives	service; is a good	communicates clearly,	Poir	
ability to communicate	the agency.	public: lacks professionalism.	agency good image.	communicator.	listens well.		
ffectively with the public;					1		
legree to which a positive	17				1		
mage of agency is projected ind sustained.					1		
nd sustained.			2				
COMMENTS	11	2	3	4	5		
QUALITY OF WORK	Does poor work; frequently	Does acceptable work but	Few errors, usually thorough	Consistently accurate,	Work is of exceptionally		
Consider accuracy, attention	has to redo tasks; tends to	needs more attention to	and attentive; generally neat.	constant attention to detail;	high quality, no rework	Poin	
o detail and neatness to	be messy,	accuracy; sometimes lacks	3.000	good organizer.	required, excellent	W///////	
work, need to redo work:	DOMESTIC OF THE PARTY OF THE PA	neatness		KW 53W	organizer.		
NOIN, 19 10 1000 WOIN.							
of work place.					1 1		
	4	2	3	4	5		

ADAPTABILITY Ability to quickly adapt to changes in	Resists change, Unwilling to learn new procedures.	Slow to accept change. Adapts with some difficulty.	Easily adapts to d		Responds to change a positive challenge.	s a Undistui Welcom	rbed by change.	Point
job assignments, methods, personnel, or surroundings.			procedures quick		Demonstrates initiative learning new procedure	in assignm	5 0 0 0 0 0 0 0	-
	1	2	3		4		5	
COMMENTS								
		(A) Total Perfo	ormance P	oints	(Maximum 3	5 Point	s):	
II. EVALUATE	On 1-4 Scale)	н	ardly Ever	S	eldom 2	Usually 3	Almost	Always
	and punctuality rule	S						
Observes safety rule								
Maintains neat and								
Participates in meet	ents timely and accu	The state of the s					_	
rancipates in meet	ings, training, and s	pecial events	1930 80	10 6	Parties 1	el-ser se		
		(B) Total E	Evaluate P	oints	(Maximum 2	0 Point	s):	
1-20 Unacceptable 21-32 Unsatisfactory	33-45 Satisfactory 46-50 Excellent	51-55 Outstanding	• 10 -000-00	550 W	Total Overa	l Point	ts:	
								= .
III. ACTION PL	AN & GOALS F	OR EMPLOYEE (	To be filled out	by eva	luator. Attach add	itional she	ets if neces	sary)
1								
T	NC COMMENT			-				
IV. EVALUATO	R'S COMMENTS	(Attach additional sh	eets if necess	ary)				
	177							
V. RECOMMEN	DED ACTION							
The Employee (IS),	(IS NOT) recommen	nded for Continued E	mployment.					
If the employee (IS I for a period of three		d for Continued Emplo or <b>Termination.</b>	yment, (HE) /	(SHE) i	s being placed on	performa	nce notice	
	ithin 5 working days	Il interview has been of and to have these co his report.					The state of the s	
Employee Signatu	ге				_ Da	te:		
Evaluator Signatur	re				Da	ite:		

#### WEBB COUNTY JOB DESCRIPTION

TITLE: Director

DEPARTMENT: 6108 Bruni Community Center

SLOT NUMBER: 2202

REVISION DATE: October 6, 2011

#### 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 RESPONSIBLITIES:

- 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

Em <u>pl</u> oyee		Position/		Employ	ee ID No. Date		
Na		Title		100000000000000000000000000000000000000			
Period Covered		Evaluation	20 10 00 00 00 00 00 00 00 00 00 00 00 00		ame & Title):		
Covered		Туре:	Special				
I. PERFORMAN	CE Circle One Nu	mber Only					
JOB KNOWLEDGE Degree of familiarity with job procedures and equipment essential to the job. Ability to	simplest duties or assignments; has no	Limited knowledge of the duties or assignments; has insufficient knowledge of related work.	Satisfactory knowledge of duties or assignments; has fair working knowlege of related work.	Demonstrates knowledge of most phases of job and related work.	Excellent knowledge of all duties, assignments and related duties.	Poin	
be innovative.	1	2	3	4	5		
COMMENTS							
DEPENDABILITY 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.	Poin	
	1	2	3	4	5		
COMMENTS			li.				
Consider attendance and punctuality. Too poor to retain in job improvement. improvement.		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 punctualilty.	Excellent work habits, attendance, rarely misses or is late.	Point	
	1	2	Name and American States State		5		
COOPERATION Ability to get along with	Fails to cooperate with work group or to Contribute to	Contributes to work group but may have occasional difficulty		Promotes good will among co-workers. Works actively	Excellent cooperation with employees,	Point	
co-workers in support of work group objectives. Willingness to accept supervision.	work group objectives. Resents supervision.	accepting supervision. Needs prodding.	work group objectives. Accepts supervision.	to complete work group objectives. Willingly accepts supervision.	supervisors, and the public. Responds quickly and positively to supervision.		
	11	2	3	4	5		
COMMENTS							
	XIII	A		655			
	Very brusque: Does not convey a positive image of	Tends to be impersonal and perfunctory in dealings with	Usually is positive and supportive of mission: gives	Always gives courteous service; is a good communicator.	Exceptional courtesy, communicates clearly, listens well.	Poin	
INTERPERSONAL RELATIONS Ability to communicate effectively with the public; degree to which a positive image of agency is projected and sustained.	the agency.	public: lacks professionalism.	agency good image.	communicator.			
RELATIONS  Ability to communicate  effectively with the public;  degree to which a positive  image of agency is projected	the agency.	public: lacks professionalism.	agency good image.	4	5		
RELATIONS  Ability to communicate effectively with the public; degree to which a positive image of agency is projected	the agency.						
RELATIONS  Ability to communicate effectively with the public; degree to which a positive image of agency is projected and sustained.  COMMENTS	the agency.	2	3	4	5		
RELATIONS  Ability to communicate  effectively with the public;  degree to which a positive  image of agency is projected  and sustained.	the agency.  1  Does poor work; frequently					Poin	

webb County Employee P	errormance Evaluation For	III KEV. 11/05	<u> </u>				Page 1 o	of 2
ADAPTABILITY Ability to quickly adapt to changes in job assignments, methods, personnel, or surroundings.	Resists change. Unwilling to Slow to accept chan learn new procedures. Slow to accept chan Adapts with some di		Easily adapts to c Learns to use new procedures quickl	positive cha Demonstrat	Responds to change as a positive challenge.  Demonstrates initiative in learning new procedures.		by change new s.	Point
	1	2	3		4		5	
COMMENTS						-		
		(A) Total Perfo	rmance P	oints (Maxin	num 35	Points)	:	
II. EVALUATE	On 1-4 Scale)	H	ardly Ever	Seldom 2	Us	ually 3	Almost	Always
Follows attendance	and punctuality rule	s				•		-
Observes safety rule	es and regulations							
Maintains neat and				44.44				
, ,	ents timely and acci							
Participates in meet	tings, training, and s	pecial events			1			
		(B) Total E	valuate P	oints (Maxim	num 20	Points)		
		10 10	-	in .				
	33-45 Satisfactory 46-50 Excellent	51-55 Outstanding OR EMPLOYEE (T	o be filled out		):			sary)
IV. EVALUATO	R'S COMMENTS	S (Attach additional sh	eets if necess	ary)				
7								
V. RECOMMEN  The Employee (IS),		nded for Continued E	mployment.					
	NOT) recommended (3), six (6) months,	d for Continued Emplo or <b>Termination</b> .	yment, (HE) /	(SHE) is being pl	aced on pe	erformanc	e notice	
respond in writing w		al interview has been or and to have these con this report.						
Employee Signatu	re				Date			
Evaluator Signatu	re				Date			

#### WEBB COUNTY JOB DESCRIPTION

TITLE: DIRECTOR OF FACILITIES AND MAINTENANCE

DEPARTMENT: WEBB COUNTY BUILDING MAINTENANCE

SLOT NUMBER: 43

REVISION DATE: 05/29/2012

#### 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 RESPONSIBLITIES:

- 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 to abide by all terms and condition	l, and understand the full meaning of this job description and agree ns herein expressed or implied.
Employee Signature	Supervisor Signature
Printed Name	Printed Name
Printed Title	Printed Title
Date	Date

# Rachael Rangel Carlos Aguilar Activity Center



#### Webb County Employee Performance Evaluation

Employee		Position/		Employ	Employee ID No. Date		
Na		Title					
Period		Evaluation	Total Control of the		ame & Title):		
Covered		Туре:	Special				
I. PERFORMAN	CE Circle One Nu	mber Only					
JOB KNOWLEDGE Degree		Limited knowledge of the	Satisfactory knowledge of	Demonstrates knowledge	Excellent knowledge of		
of familiarity with job procedures and equipment essential to the job. Ability to be innovative.	simplest duties or assignments; has no knowledge of related work.	duties or assignments; has insufficient knowledge of related work.	duties or assignments; has fair working knowlege of related work.	of most phases of job and related work.	all duties, assignments and related duties.	Point	
or milerality.	1	2	3	4	5		
COMMENTS	20	Λ	****	<u> </u>			
DEPENDABILITY	Unable to seem out tooks to	IV	In the second	Io. #			
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.	Point	
	1	2	3	4	5		
COMMENTS							
NORK HABITS Consider attendance and bunctuality	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,	Work habits satisfactory. Regular attendance and punctuality.	Work habits very good. Good attendance and punctuality.	Excellent work habits, attendance, rarely misses or is late.	Point	
	1	punctuality.	3	4	5		
COMMENTS		•					
	43.						
o get along with co-workers in support of work group objectives. Willingness to accept	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.		Promotes good will among co-workers. Works actively to complete work group objectives. Willingly accepts supervision.	with employees, supervisors, and the public. Responds quickly and positively to	Point	
upervision.	1	2	3	4	supervision. 5		
COMMENTS							
NTERPERSONAL RELATIONS shillity to communicate effectively with the public; legree to which a positive mage of agency is projected	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.	Point	
nd sustained.	1	2	3	4	5		
COMMENTS							
				×6			
CONSIDER TO THE CONTROL OF WORK CONSIDER ACCURACY, attention to detail and neatness to work, pand 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.	Point	
i e	1	2	3	4	5		
COMMENTS	N 24						

TETEVIEW BUTTON	18	18.					Page 1 d	2.00074)
quickly adapt to changes in learn new procedures. A		Slow to accept change.  Adapts with some difficulty.	its with some difficulty. Learns to use new		Responds to change as a positive challenge.		by change. ew	Point
ob assignments, methods, personnel, or surroundings.			procedures quickl		trates initiative in new procedures.	assignments		
			3		4			3.
COMMENTS		2			-			
		(A) T-4-1 D-4-						
		(A) Total Perfo						
II. EVALUATE	On 1-4 Scale)	Ha	ardly Ever	Seldom 2	Us	sually 3	Almost	Alway 4
Follows attendance	and punctuality rules	j .						
Observes safety rule	es and regulations							
Maintains neat and	orderly work area							
Completes assignm	ents timely and accu	rately						
Participates in meet	ings, training, and sp	ecial events					1	
		/D\ T / L						
		(B) Total E	valuate P	oints (Maxi	mum 20	Points):		
OVERALL RATI			/A ±	D) - Total	Overell	Dointo		
1-20 Unacceptable 21-32 Unsatisfactory	33-45 Satisfactory 46-50 Excellent	51-55 Outstanding	(A +	B) = Total	Overall	Points:		11
21-32 Offsatisfactory	40-30 Excellent			Overall Beti				
			25	Overall Rati	ng:			
III. ACTION PI	AN & GOALS FO	OR EMPLOYEE (T	o be filled out	by evaluator A	Attach additio	nal sheets	if neces	sanı
			o be illied out	by evaluator, y	maon additio	niai Sileets	11 110003	sary,
TP	7.							
								_
IV. EVALUATO	R'S COMMENTS	(Attach additional she	eets if necess	ary)				
						200000	3	
V. RECOMMEN	DED ACTION							
The Employee (IS)	(IS NOT) recommer	ded for Continued E	mplovment					
15 25 70 55	57	for Continued Employ	55 (15%)	(SHE) is being	placed on pe	erformance	notice	
	(3), six (6) months,		,, (· · · · ) ·	(0,12) 10 009	piacea o.i.p.	,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,	, ,,,,,,,	
		I interview has been co						
	ithin 5 working days an that I agree with th	and to have these cor his report.	nments attach	ned to this perfo	ormance app	raisal. My	signature	does
Employee Signatu	re	V			Date			
	re				Date			

#### WEBB COUNTY JOB DESCRIPTION

CERTIFIED

TITLE:

Director

JUL 22 2014

DEPARTMENT:

El Cenizo Activity Center

By Webb County Civil Service Commission

SLOT NUMBER:

2806

REVISION DATE:

July 22, 2014

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

#### CHARACTERISTIC/ESSENTIAL DUTIES AND RESPONSIBLITIES:

- 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

Employee Na		Position/ Title	Position/ Title			Employee ID No. Date		
Period Covered		Evaluation Type:	Annual Special	Evaluated	By (Na	ame & Tit	le):	
I. PERFORMAN	CE Circle One Nu	ımber Only						
JOB KNOWLEDGE 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	Limited knowledge of the duties or assignments; has insufficient knowledge of related work.	Satisfactory knowledge of duties or assignments; has fair working knowlege of related work.	Demonstrates kn of most phases o related work.	The state of the s	Excellent kno all duties, ass and related du	ignments	Point
	1	2	3	4		5	3	
COMMENTS								
DEPENDABILITY	Unable to carry out tasks to	Needs frequent supervision	Seeks help when needed.	Self-starter. Rare	h needs	Highly depend	table I	
Ability to carry out tasks to completion and degree of supervision required.	completion without constant supervision and repeated Instruction.	or help to complete tasks.	Fulfills responsibilities with some supervision.	assistance to con responsibilities or	plete job	riigiliy deperk	Jabre.	Point
	1	2	3	4		5	4	
COMMENTS								
WORK HABITS	Work habits unsatisfactory.	Work habits need	Work habits satisfactory.	Work habits very	nood	Excellent work	r habita I	
Consider attendance and punctuality	Too poor to retain in job without improvement. Frequently absent or tardy.	improvement, Needs counseling, Occasional problems with attendance,	Regular attendance and punctuality.	Good attendance punctuality.	75 (2010 to 100	attendance, ra misses or is la	arely	Point
	4	punctuality.	3	1		5	7	
COMMENTS	1		3					
COOPERATION Ability to get along with co-workers in support of work group objectives. Willingness to accept	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.		Promotes good w co-workers. Work to complete work objectives. Willing accepts supervisi	s actively group ply	excellent coop with employee supervisors, a public. Respo and positively	es, and the nds quickly	Point
supervision.		480	(199			supervision.		
COMMENTS	1	2	3	4		5		
COMMENTS								
INTERPERSONAL RELATIONS Ability to communicate effectively with the public; degree to which a positive image of agency is projected	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 cou service; is a good communicator.		Exceptional or communicate listens well.		Point
and sustained.		2075	2000				. 1	
	1	2	3	4		5		
COMMENTS								
QUALITY OF WORK	Does poor work; frequently	Does acceptable work but	Few errors; usually thorough	Consistently accu	rate	Work is of exc	ceptionally	
1000 1000 1000 Blick Blick Blick Blick Commence.	has to redo tasks; tends to be messy,	needs more attention to accuracy; sometimes lacks neatness.	and attentive; generally neat.	constant attention good organizer.		high quality, n required, exce organizer.	o rework	Point
	4	2	3	4		5		
COMMENTS				1 7		, ,		

(A) Total Performance Points (Maximum 35 Points):  II. EVALUATE (On 1-4 Scale)  II. EVALUATE (On 1-4 Scale)  III. EVALUATE (On 1-4 Scale)  Follows attendance and punctuality rules  Observes safety rules and regulations  Maintains near and orderly work area  Completes assignments timely and accurately  Participates in meetings, training, and special events  (B) Total Evaluate Points (Maximum 20 Points):  (B) Total Evaluate Points (Maximum 20 Points):  OVERALL RATING SCALE:  1-20 Unacceptable 33-45 Satisfactory 45-50 Excellent  Overall Rating:  III. ACTION PLAN & GOALS FOR EMPLOYEE (To be filled out by evaluator. 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:  Date:  Employee Signature  Date:								Page 1 c	of 2
Comments methods personnel or surroundings								CALCULATION OF STREET	Point
(A) Total Performance Points (Maximum 35 Points):  II. EVALUATE (On 1-4 Scale)  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 46-50 Excellent  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:  Date:	ob assignments, methods,	8	- M		Demons	strates initiative in		(F) (A)	-
(A) Total Performance Points (Maximum 35 Points):  II. EVALUATE (On 1-4 Scale)		8			S 18-20, 10 (18-	man process			*
(A) Total Performance Points (Maximum 35 Points):  II. EVALUATE (On 1-4 Scale)		1	2	3		4	5	8	V
III. EVALUATE (On 1-4 Scale)  Hardly Ever Seldom Usually 4 Almost Alway  Cheserves 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) Total Evaluate Points (Maximum 20 Points):  OVERALL RATING SCALE: 1.20 Unacceptable 33-45 Satisfactory 51-55 Outstanding 21-32 Unsatisfactory 46-50 Excellent  Overall Rating:  III. ACTION PLAN & GOALS FOR EMPLOYEE (To be filled out by evaluator. Attach additional sheets if necessary)  V. RECOMMENDED ACTION  The Employee (IS), (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:  Date:  Date:	COMMENTS								
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II. EVALUATE (On 1-4 Scale)  Hardly Ever Seldom Usually Almost Alway  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) Total Evaluate Points (Maximum 20 Points):  OVERALL RATING SCALE: 1.20 Unacceptable 33-45 Satisfactory 51-55 Outstanding 21-32 Unsatisfactory 46-50 Excellent  Overall Rating:  III. ACTION PLAN & GOALS FOR EMPLOYEE (To be filled out by evaluator. 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:  Date:			And the part and the second property of the second party of the se		Maria Carlos Anagres - 1 - 1	40000-T	70 19 50		
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) Total Evaluate Points (Maximum 20 Points):  (B) Total Evaluate Points (Maximum 20 Points):  (A + B) = Total Overall Points:  OVERALL RATING SCALE: 1.20 Unsacceptable 33-45 Satisfactory 51-55 Outstanding 21-32 Unsatisfactory 46-50 Excellent  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:  Date:			(A) Total Perfo	rmance Po	ints (Max	imum 35	Points):		
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) Total Evaluate Points (Maximum 20 Points):  (B) Total Evaluate Points (Maximum 20 Points):  (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:  Date:	II. EVALUATE	On 1-4 Scale)	H	ardly Ever	Seldom	Us	ually	Almost	Alway
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) Total Evaluate Points (Maximum 20 Points):  OVERALL RATING SCALE: 1-20 Unacceptable 33-45 Satisfactory 51-55 Outstanding (A + B) = Total Overall Points: 21-32 Unsatisfactory 46-50 Excellent  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. (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:  Date:	Follows attendance	and punctuality rules	8				3	- '	4
Completes assignments timely and accurately Participates in meetings, training, and special events  (B) Total Evaluate Points (Maximum 20 Points):  (B) Total Evaluate Points (Maximum 20 Points):  (A + B) = Total Overall Points:  21-32 Unsaceptable 33-45 Satisfactory 46-50 Excellent  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. (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:  Date:									
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(B) Total Evaluate Points (Maximum 20 Points):  OVERALL RATING SCALE: 1.20 Unacceptable 33-45 Satisfactory 46-50 Excellent  Overall Rating:  OVERALL RATING SCALE: 1.20 Unacceptable 33-45 Satisfactory 46-50 Excellent  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, (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:  Date:									
OVERALL RATING SCALE:  1-20 Unacceptable 33-45 Satisfactory 51-55 Outstanding (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:	Participates in meet	ings, training, and spe	ecial events						
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	not necessarily mea	an that I agree with the	is report.						
Evaluator Circustura	Employee Signatur	re	F			Date			
	Custor Signatur	224				Date			

By Webb County
Civil Service Commission
April 14, 2010

#### JOB DESCRIPTION FORM

DEPARTMENT

**Economic Development** 

SLOT NO.

015

DEPARTMENT NO.

0104

NAME OF EMPLOYEE CURRENTLY HOLDING POSITON

JOB TITLE

**Economic Development Director** 

JOB DESCTIPTION:

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

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 RESPONSIBLITIES:

- Develops, plans and maintains polices, practices and procedures for the timely and most effective delivery of programs and services.
- Provides leadership in developing program and organizational plans with the staff, Advisory Board, Commissioners Court.
- 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.
- Prepares appropriate program budgets and subsequently adheres to them, utilizes finances, facilities, equipment, materials, etc to minimize costs; actually practices cost containment.

- Evaluates how well goals and objectives have been met thru systematic reviews; implements remedial measures when necessary.
- Demonstrates quality of analysis and judgment in program planning, implementation and evaluation.
- Complies with established polices, procedures and directives; conducts department functions in accordance with applicable laws, statutes and regulations.
- Identifies problems and acts to rectify them by employing analytical thinking and sound judgment.
- Responsible for preparing all departmental budgets.
- Ensures that accurate records are kept and maintained for all program areas.
- 11. Establishes and makes use of an effective management team.
- 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.
- 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.
- 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.
- 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.
- Possesses realistic knowledge and competence of the field and keeps current on technical, professional principles, practices, and standards.
- 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.

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

<u>SUPERVISION EXERCISED</u>: 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:**

- Directly responsible for overseeing and fulfilling the SHC contract performance statement, special conditions and financial contractual obligations with TDHCA/OCI.
- 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.
- Coordinates with city, county, state and federal agencies to ensure SHC grant program compliance.
- Maintains working relationship with local elected officials, county department heads, colonia service providers, colonia resident leaders and colonia residents.
- Coordinates the collection of all reporting data and analyzes this data for all purposes.
- And any other duties or responsibilities as assigned by the supervising Department Head.

#### Secondary Functions:

- Supervises and manages Self-Help Center personnel.
- Monitors and is responsible for all expenditures, encumbrances and income generated by the Self-Help Center.
- Monitors the exchange of information between project and third parties.
- 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.
- Knowledge of land development, infrastructure concepts and designs, surveying, platting and similar skills associated with community development.
- Knowledge of residential construction and rehabilitation, cost estimating and inspection.
- 4. Skills in researching, compiling and summarizing a variety of information.
- Ability to effectively communicate verbally and in writing in both English and Spanish.
- 6. Ability to work flexible hours.
- Working knowledge of computer operating systems.

# Griselda Johnson Ernesto J. Salinas Community Center



Employee		Position/		Em	ployee ID No.	Date	
Na		Title					
Period Covered		Evaluation Type:	Annual Special	Evaluated By	/ (Name & Tit	le):	
I. PERFORMAN	CE Circle One Nu	mber Only					
JOB KNOWLEDGE Degree of familiarity with job procedures and equipment essential to the job. Ability to	simplest duties or assignments; has no	Limited knowledge of the duties or assignments; has insufficient knowledge of related work.	Satisfactory knowledge of duties or assignments; has fair working knowlege of related work.	Demonstrates knowl of most phases of joi related work.		signments	Point
be innovative.	1	2	3	4	5		
COMMENTS		10.20					
DEPENDABILITY 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 n assistance to comple responsibilities on tir	ete job	26.4000-0300	Point
	1	2	3	4	5	8	
COMMENTS							
WORK HABITS 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,	Work habits satisfactory. Regular attendance and punctuality.	Work habits very goo Good attendance an punctuality.		arely	Point
	1	punctuality.	3	4	5	8	
COMMENTS							
	2						
cooperation Ability o 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.		Promotes good will a co-workers. Works a to complete work gro objectives. Willingly accepts supervision.	ctively with employee	es, and the ands quickly	Point
***************************************	1	2	3	4	5		
COMMENTS				ole OM			
NTERPERSONAL RELATIONS Ability to communicate effectively with the public; degree to which a positive mage 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 courted service; is a good communicator.	Exceptional or communicates listens well.	L-Carlotte Committee	Point
ind sustained.	1	2	3	4	5		
COMMENTS							
CUALITY OF WORK Consider accuracy, attention to detail and neatness to work, pass to redo work: Order	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 good organizer.		no rework	Point
of work place.	1	2	3	4	5	. 1	
COMMENTS							

	eriormance Evaluation Form							Page 1	of 2
		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.		Welcomes new		Point
	1	2	3		4			5	
COMMENTS									
		(A) Total Perfo	rmance P	oints	(Maximu	m 35 l	Points)	:	
II. EVALUATE	On 1-4 Scale)	Ha	ardly Ever	Se	ldom 2	Us	ually 3	Almost	Always
Follows attendance	and punctuality rules						<u> </u>		•
Observes safety rule									
Maintains neat and						8			
	ents timely and accur								
Participates in meet	ings, training, and spe	ecial events							
		(B) Total E	valuate P	oints (	(Maximu	m 20 F	oints)	:	
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III. ACTION PI	AN & GOALS FO	OR EMPLOYEE (T	o be filled out	t by eval	uator. Attac	h additio	nal sheet	s if neces	sary)
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IV. EVALUATO	R'S COMMENTS	(Attach additional she	eets if necess	ary)					
								7	
V. RECOMMEN	DED ACTION								
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respond in writing w		interview has been co and to have these cor is report.							
Employee Signatu	re	·			_	Date:			. 5 9
Evaluator Signatur	re					Date:			

# WEBB COUNTY JOB DESCRIPTION

TITLE: Director

DEPARTMENT: 6100 Ernesto J. Salinas Community Center

SLOT NUMBER: 0914

REVISION DATE: October 6, 2011

# 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 RESPONSIBLITIES:

- 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



Employee		Position/		E	mploy	ee ID No.	Date	
Na		Title		500			TO SHERRICAN	
Period Covered		Evaluation Type:	Annual Special	Evaluated I	By (Na	me & Tit	le):	
I. PERFORMAN	CE Circle One Nu	imber Only						
JOB KNOWLEDGE 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 knowlege of related work.	Demonstrates kno of most phases of related work.		Excellent know all duties, ass and related du	signments	Point
	1	2	3	4		5		
COMMENTS								
DEPENDABILITY 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 assistance to com responsibilities on	nplete job	Highly depend	table.	Point
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COMMENTS								
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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 g Good attendance a punctuality.	-	Excellent work habits, attendance, rarely misses or is late.		Point
	1	2	3	4		5	å I	
COMMENTS								
							11	
cooperation Ability o get along with co-workers in support of work group objectives. Millingness 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.		Promotes good will co-workers. Works to complete work g objectives. Willing accepts supervision	s actively group gly	Excellent coop with employee supervisors, a public. Respoi and positively supervision.	es, and the inds quickly	Point
A Paracia	1	2	3	4		5		
COMMENTS								
NTERPERSONAL RELATIONS Ability to communicate effectively with the public; degree to which a positive mage 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 court service; is a good communicator.		Exceptional co communicates listens well.		Point
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COMMENTS								
to detail and neatness to work, need to redo work:	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 accur constant attention good organizer.		Work is of exc high quality, n required, exce organizer.	no rework	Point
Orde of work place.						_		
	11	2	3	4		5	4	

Webb County Employee Pr	erformance Evaluation For	m REV. 11/09					Page 1	of 2
ADAPTABILITY Ability to quickly adapt to changes in ob assignments, methods, personnel, or surroundings.	procedures quickly.		Learns to use new procedures quickly.		a Undisturbed Welcomes no n assignments s.	ew	Point	
	1	2	3		4	5		
COMMENTS								
		(A) Total Perfo	ormance F	oints	(Maximum 3	Points):		
II. EVALUATE	(On 1-4 Scale)	Н	lardly Ever	Se	ldom	Jsually	Almost	Always
			11		2	3		4
	and punctuality rule	es					1	
Observes safety rul								
Maintains neat and								
Completes assignm								
Participates in meet	tings, training, and s	pecial events		ļ				
		(B) Total I	Evaluate F	oints	(Maximum 20	Points):		
OVERALL RAT	ING SCALE: 33-45 Satisfactory	51-55 Outstanding	(A +	B) = '	Total Overal	l Points:		
21-32 Unsatisfactory	46-50 Excellent			2/2				
				Overal	I Rating:			
III. ACTION PI	AN & GOALS F	OR EMPLOYEE	To be filled ou	it by eval	uator. Attach addi	tional sheets	if neces	sarv)
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IV. EVALUATO	K 5 COMMENTS	5 (Attach additional sh	neets if neces	sary)				
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V. RECOMMEN	DED ACTION							
The Employee (IS),	(IS NOT) recomme	nded for Continued E	Employment.					
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	(3), six (6) months,	[H. H. H						
respond in writing w		al interview has been of and to have these co this report.						
Employee Signatu	re	* <u></u>			Da	te:		
Evaluator Signatur	re				Da	te:		

# Job Description Form

Department

El Cenizo Community Center

Slot No. 0628

Department No. 6101

Name of Employee currently holding position Ricardo Molina

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



Employee		Position/		Employ	ee ID No. Date	
Na		Title				
Period		Evaluation	Annual	Evaluated By (N	ame & Title):	
Covered		Туре:	Special			
I. PERFORMAN	CE Circle One Nu	ımber Only				
JOB KNOWLEDGE Degree		Limited knowledge of the	Satisfactory knowledge of	Demonstrates knowledge	Excellent knowledge of	
of familiarity with job procedures and equipment essential to the job. Ability to be innovative.	simplest duties or assignments; has no knowledge of related work.	duties or assignments; has insufficient knowledge of related work.	duties or assignments; has fair working knowlege of related work.	of most phases of job and related work.	all duties, assignments and related duties.	Poin
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DEPENDABILITY	Hamble to come out tooks to	Needs from and a secretarion	Seeks help the seeds	Is-v-t	In the second	
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.	Point
	1	2	3	4	5	
COMMENTS						
WORK HABITS	Work habits unsatisfactory.	Work habits need	Work habits satisfactory.	Work habits very good.	Excellent work habits,	
Consider attendance and ounctuality.	Too poor to retain in job without improvement. Frequently absent or tardy.	improvement. Needs counseling. Occasional problems with attendance,	Regular attendance and punctuality.	Good attendance and punctuality.	attendance, rarely misses or is late.	Poin
	1	punctuality.	3	4	5	
COMMENTS	•					
COOPERATION Ability	Fails to cooperate with work	Contributes to work group but	Maintains good will among	Promotes good will among	Excellent cooperation	
o get along with o-workers in support of work group objectives. Villingness to accept	group or to Contribute to work group objectives. Resents supervision.	may have occasional difficulty accepting supervision. Needs prodding.		co-workers. Works actively to complete work group objectives. Willingly accepts supervision.		Poin
upervision.	4	2	3	4	supervision.	
OMMENTS			3	4	5	
NTERPERSONAL RELATIONS Ability to communicate iffectively with the public;	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.	Point
legree to which a positive mage of agency is projected and sustained.	500	50.5	0.000		eten	
COMMENTS	11	2	3	4	5	
COMMENTS						
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CONSIDER TO SERVICE OF WORK Consider accuracy, attention to detail and neatness to work, poset 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.	Poin
	1	2	3	4	5	
COMMENTS						

	eriormance Evaluation Form			÷=====================================		Wales and a second	Page 1 o	)f 2
ADAPTABILITY 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 c Learns to use new procedures quickly	positive cha pemonstra	o change as a allenge, tes initiative in w procedures.	Undisturbed Welcomes r assignments	new	Point
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II. EVALUATE	On 1-4 Scale)		1	2	03	3	Aimost	Always 4
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Observes safety rule								
Maintains neat and								
	ents timely and accu							
Participates in meet	ings, training, and sp	ecial events						
		(B) Total E	Evaluate Po	oints (Maxin	num 20 I	Points)		
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1-20 Unacceptable 21-32 Unsatisfactory	33-45 Satisfactory 46-50 Excellent	51-55 Outstanding	A	B) = Total C		Points		
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III. ACTION PL	AN & GOALS FO	OR EMPLOYEE (1	o be filled out	by evaluator. Att	ach additio	nal sheets	s if neces	sary)
IV. EVALUATO	R'S COMMENTS	(Attach additional sh	eets if necessa	ary)				
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<u> </u>								
V. RECOMMEN	DED ACTION							
The Employee (IS)	(IS NOT) recommen	ded for Continued E	mnlovment					
	[1995] 이 [1985] 아니라 [1987] 이유리아 [1985] (1985] (1985]	for Continued Emplo	경기를 하고 있었다. 이 글 중에 이렇다면서	SHF) is being pl	aced on ne	erformance	e notice	
	(3), six (6) months, o		,e (e)	or it, io boing pr	0000 011 pc		0 1101100	
My signature indicat	es that the appraisal	interview has been o	ompleted and	discussed. I und	erstand tha	t I have th	ne right to	
	ithin 5 working days a an that I agree with th	and to have these con is report.	mments attach	ed to this perform	mance app	raisal, My	signature	does
Employee Signatu	re				Date:			
Evaluator Signatur	re				Date:			
- and ator orginatur					Date.			

# WEBB COUNTY JOB DESCRIPTION

TITLE:

WEBB COUNTY ENGINEER AND UTILITIES DIRECTOR

DEPARTMENT:

ENGINEERING

SLOT NUMBER: REVISION DATE:

05/29/2012

1298

### 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.

#### CHARACTERICSTIC/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 (TCEO)
- Class "B" wastewater operator license with the "TCEQ".

## SKILLSAND 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 serviceoriented 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.

#### JUPERVISORY:

Supervised directly by Commissioners Court.

ACKNO	WLEDG	EMENT:
ALCIA	TILLIDG	THE RESERVE

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

# Jose A. Pantoja Fernando A. Salinas Community Center



						,	
Employee Na		Position/ Title		Em	ployee ID No.	Date	
Period Covered		Evaluation Type:	Annual Special	Evaluated By	y (Name & Tit	le):	
I. PERFORMAN	CE Circle One Nu	ımber Only					
JOB KNOWLEDGE 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	Limited knowledge of the duties or assignments; has insufficient knowledge of related work.	Satisfactory knowledge of duties or assignments; has fair working knowlege of related work.	Demonstrates know of most phases of jo related work.		ignments	Point
	1	2	3	4	5	į.	
COMMENTS							
DEPENDABILITY 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. Futfills responsibilities with some supervision.	Self-starter. Rarely n assistance to comple responsibilities on tir	ete job	dable.	Point
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Consider attendance and punctuality.	Work habits unsatisfactory. Too poor to retain in job without improvement. Frequently absent or tardy.	improvement. Needs counseling. Occasional problems with attendance, punctuality.	Work habits satisfactory. Regular attendance and punctuality.	Work habits very go Good attendance an punctuality.		arely	Point
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COMMENTS		Ż		ů:			
COOPERATION 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.		Promotes good will a co-workers. Works a to complete work gro objectives. Willingly accepts supervision.	outively with employee supervisors, a public. Respo	es, and the ands quickly	Point
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NTERPERSONAL RELATIONS Ability to communicate  effectively with the public;  degree to which a positive  mage 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 courted service; is a good communicator,	bus Exceptional or communicates listens well.		Point
	1	2	3	4	5	ā N	
COMMENTS							
QUALITY OF WORK  Consider accuracy, attention to detail and neatness to work, page to redo work.  Order s 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 accurat constant attention to good organizer.		no rework	Point
	1	2	3	4	5		
COMMENTS							

	Resists change, Unwilling		-					Page 1 c	)f Z
ADAPTABILITY Ability to quickly adapt to changes in job assignments, methods, personnel, or surroundings.	quickly adapt to changes in learn new procedures. Adapts with s ob assignments, methods,				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	
COMMENTS									
					-				
		(A) Total Perfo	rmance P	oints (	Maximur	m 35 F	oints)	:	
II. EVALUATE	(On 1.4 Scale)	I H:	ardly Ever	Sel	dom	He	ually	Almost	Always
II. EVALUATE	On 1-4 Scale)	A.V.	1	001	2	US	3	Aimost	Always 4
Follows attendance		es							
Observes safety rule			-100						
Maintains neat and									
	ents timely and acc								
Participates in meet	ings, training, and s	special events							
		(B) Total E	valuate P	oints (	Maximur	n 20 F	oints):	:	
OVERALL RATI 1-20 Unacceptable 21-32 Unsatisfactory	33-45 Satisfactory 46-50 Excellent	51-55 Outstanding	Ā	83	otal Ove	erall I	oints:		
III. ACTION PI	AN & GOALS F	OR EMPLOYEE (T	o be filled out	by evalu	ator. Attach	additio	nal sheets	if necess	sary)
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		*							
IV. EVALUATO	R'S COMMENT	S (Attach additional sh	eets if necess	ary)					
								*	
V. RECOMMEN	DED ACTION								
The Employee (IC)	(IS NOT) recomme	anded for Continued E	mployment						
	10	ended for Continued E d for Continued Employ	50 9550	(SHF) is	heing place	d on ne	rformanci	e notice	
for a period of three		: CONTROL OF THE CON	yment, (me)	(OIIL) is	being place	u on pe	Tormance	, notice	
	ithin 5 working days	al interview has been co s and to have these cor this report.							
Employee Signatu	re					Date:			
Evaluator Signatur		St				Date:			
Evaluator Signatul	le .					Date:			

# WEBB COUNTY JOB DESCRIPTION

TITLE:

Director

DEPARTMENT:

Fernando A. Salinas Community Center

SLOT NUMBER:

2287

REVISION DATE:

1/3/11

#### 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 RESPONSIBLITIES:

- 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)



Employee		Position/		Employ	ee ID No. Date			
Na		Title						
Period		Evaluation	Annual	Evaluated By (N	ame & Title):			
Covered		Туре:	Type:Special					
I. PERFORMAN	CE Circle One Nu	ımber Only						
JOB KNOWLEDGE Degree		Limited knowledge of the	Satisfactory knowledge of	Demonstrates knowledge	Excellent knowledge of			
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COMMENTS								
DEPENDABILITY	Unable to carry out tasks to	Needs frequent supervision	Seeks help when needed.	Self-starter. Rarely needs	Highly dependable.			
Ability to carry out tasks to completion and degree of supervision required.	completion without constant supervision and repeated Instruction.	or help to complete tasks.	Fulfills responsibilities with some supervision.	assistance to complete job responsibilities on time.	riginy depondence	Poin		
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COMMENTS								
WORK HABITS	Work habits unsatisfactory.	Work habits need	Work habits satisfactory.	Work habits very good.	Excellent work habits,			
Consider attendance and punctuality.	Too poor to retain in job without improvement. Frequently absent or tardy.	improvement. Needs counseling. Occasional problems with attendance, punctuality.	Regular attendance and punctuality.	Good attendance and punctuality.	attendance, rarely misses or is late.	Poin		
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COOPERATION Ability to get along with co-workers in support of work group objectives. Willingness to accept	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.		Promotes good will among co-workers. Works actively to complete work group objectives. Willingly accepts supervision.		Poin		
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	eriormance Evaluation Porm	KEV. 11005						Page 1 c	of 2
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Participates in meet	tings, training, and sp	ecial events							
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respond in writing w	tes that the appraisal vithin 5 working days a an that I agree with th	and to have these cor							does
Employee Signatu	re				=	Date:			
Evaluator Signatur	re				9	Date:			

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:

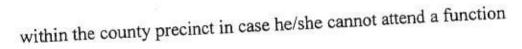
Director

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





- 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



Employee		Position/		En	Employee ID No. Date				
Na		Title			Duce				
Period		Evaluation	Annual	<b>Evaluated B</b>	y (Name & Tit	tle):			
Covered		Туре:	] [1] [1] [1] [1] [1] [1] [1] [1] [1] [1						
I. PERFORMAN	CE Circle One Nu	mber Only							
JOB KNOWLEDGE Degree of familiarity with job procedures and equipment essential to the job. Ability to be innovative.	simplest duties or assignments; has no	Limited knowledge of the duties or assignments; has insufficient knowledge of related work.	Satisfactory knowledge of duties or assignments; has fair working knowlege of related work.	Demonstrates know of most phases of jo- related work.		ent knowledge of les, assignments lated duties.			
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COMMENTS									
DEPENDABILITY	Unable to carry out tasks to	Needs frequent supervision	Seeks help when needed.	Self-starter. Rarely r	needs Highly depen	ndable T			
Ability to carry out tasks to completion and degree of supervision required.	completion without constant supervision and repeated Instruction.	or help to complete tasks.	Fulfills responsibilities with some supervision.	assistance to compli responsibilities on ti	lete job	_	Point		
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NTERPERSONAL RELATIONS Ability to communicate effectively with the public; degree to which a positive mage of agency is projected and sustained.	Very brusque: Does not convey a positive image of the agency.		Usually is positive and supportive of mission: gives agency good image.	Always gives courte service; is a good communicator.	eous Exceptional of communicate listens well.		Point		
CONTRACTOR TO THE TOTAL THE THE	1	2	3	4	5	5			
COMMENTS									
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	eriormance Evaluation Form							Page 1 d	of 2
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Participates in meet	tings, training, and sp	ecial events							
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Employee Signatu	re	27			3	Date:	95		
Evaluator Signatur	re					Date:			

CERTIFIED
By Webb County
Civil Service Commission
April 14, 2010

#### 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 a 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



Employee	6	Position/		Emple	yee ID No. Date			
Na Period		Title Appual Evalua			ed By (Name & Title):			
Covered			EvaluationAnnual Type:Special		Name & Title):			
I. PERFORMAN	CE Circle One Nu	mber Only						
JOB KNOWLEDGE Degree of familiarity with job procedures and equipment assential to the job. Ability to be innovative.	simplest duties or assignments; has no	Limited knowledge of the duties or assignments; has insufficient knowledge of related work.	Satisfactory knowledge of duties or assignments; has fair working knowlege of related work.	Demonstrates knowledg of most phases of job ar related work.				
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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 need assistance to complete j responsibilities on time.	CONTRACTOR AND CONTRA	Poin		
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COMMENTS								
NORK HABITS Consider attendance and counctuality.	dance and Too poor to retain in job improvem counselin. Frequently absent or tardy.		Work habits satisfactory. Regular attendance and punctuality.	Work habits very good. Good attendance and punctuality.	Excellent work habits, attendance, rarely misses or is late.	Poin		
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COMMENTS								
cooperation Ability of get along with co-workers in support of work group objectives.  Millingness 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.		Promotes good will amo co-workers. Works active to complete work group objectives. Willingly accepts supervision.		Poin		
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NTERPERSONAL RELATIONS Ability to communicate effectively with the public, degree to which a positive mage of agency is projected and sustained.	Very brusque: Does not convey a positive image of the agency.	perfunctory in dealings with	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.	Poir		
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QUALITY OF WORK 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 det good organizer.	Work is of exceptionally high quality, no rework required, excellent organizer.	Poli		
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COMMENTS									
		(A) Total Perfo	rmance P	oints	(Maximu	ım 35 l	Points):		
II. EVALUATE	(On 1-4 Scale)	Ha	ardly Ever	Se	eldom	Us	ually 3	Almost	Always
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Maintains neat and									
	ents timely and accu								
Participates in meet	tings, training, and sp	ecial events							
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OVERALL RAT 1-20 Unacceptable 21-32 Unsatisfactory	33-45 Satisfactory 46-50 Excellent	51-55 Outstanding	501	1572	Total O		Points:		
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IV. EVALUATO	R'S COMMENTS	(Attach additional sh	eets if necess	ary)					
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Employee Signatu	re	<u> </u>			_	Date:			
Evaluator Signatu	re				T-1	Date:			

P.O. Box 1234 Laredo, Texas 78042



2600 Cedar Ave. Laredo, Texas 78040

(956) 721-2300 Fax (956) 721-2314 By Webb County
ivil Service Commission

#### 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



Employee Na	6	Position/ Title		Employ	ree ID No. Da	ate	
Period Covered		Evaluation Type:	Annual Special				
I. PERFORMAN	CE Circle One Nu	mber Only					
JOB KNOWLEDGE Degree of familiarity with job procedures and equipment assential 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 knowlege of related work.	Demonstrates knowledge of most phases of job and related work.	Excellent knowled all duties, assignm and related duties	ents P	Point
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COMMENTS				•			_
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DEPENDABILITY 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	0.00	oint
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WORK HABITS Consider attendance and bunctuality	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,	Work habits satisfactory. Regular attendance and punctuality.	Work habits very good. Good attendance and punctuality.	Excellent work hat attendance, rarely misses or is late.		Poin
	1	punctuality.	3	4	5		
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COOPERATION Ability o 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.		Promotes good will among co-workers. Works activel to complete work group objectives. Willingly accepts supervision.		ne P	oint
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NTERPERSONAL RELATIONS Ability to communicate effectively with the public; degree to which a positive mage 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 courte communicates cle listens well.	2.00	Point
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CONSIDER OF WORK 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 excepti high quality, no re- required, excellent organizer.	work P	Poin
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Employee Signatu	re	-			_	Date			
Evaluator Signatu	re					Date			

### WEBB COUNTY JOB DESCRIPTION

TITLE: Director

DEPARTMENT: 6103 Larga Vista Community Center

SLOT NUMBER: 0899

REVISION DATE: October 6, 2011

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 RESPONSIBLITIES:

- 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 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

# Yolanda Carrillo Law Library



Em <u>pl</u> oyee	6	Position/		Emple	oyee ID No.	Date	
Na		Title				4735314R0564	
Period Covered		Evaluation Type:	Annual Special	Evaluated By (	Name & Tit	e):	
I. PERFORMAN	CE Circle One Nu	ımber Only					
JOB KNOWLEDGE Degree of familiarity with job procedures and equipment essential to the job. Ability to be innovative.	simplest duties or assignments; has no	Limited knowledge of the duties or assignments; has insufficient knowledge of related work.	Satisfactory knowledge of duties or assignments; has fair working knowlege of related work.	Demonstrates knowledg of most phases of job ar related work.		signments	Point
e innovative.	1	2	3	4	5		
COMMENTS							
DEPENDABILITY 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 need assistance to complete j responsibilities on time.		lable.	Point
	1	2	3	4	5	8	
COMMENTS				-			
WORK HABITS Consider attendance and counctuality	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, curect with	Work habits satisfactory. Regular attendance and punctuality.	Work habits very good. Good attendance and punctuality.	Excellent work attendance, ra misses or is la	arely	Point
	1	punctuality.	3	4	5	<i>i</i>	
COMMENTS				10.0			
cooperation Ability of get along with co-workers in support of work group objectives.  Millingness 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.		Promotes good will amor co-workers. Works active to complete work group objectives. Willingly accepts supervision.		es, and the nds quickly	Poin
100 Maria (100 Maria (	1	2	3	4	5	ĝ.	
COMMENTS	E	\$					
NTERPERSONAL RELATIONS Ability to communicate effectively with the public, degree to which a positive mage of agency is projected	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 co communicates listens well.	.0000000077700	Poin
and sustained.	1	2	3	4	5	8	
COMMENTS	-						
QUALITY OF WORK Consider accuracy, attention to detail and neatness to work, need to redo work: Order	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 deta good organizer.	Work is of exc high quality, no required, exce organizer.	o rework	Poin
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#### WEBB COUNTY JOB DESCRIPTION

TITLE:

LAW LIBRARY DIRECTOR

DEPARTMENT:

LAW LIBRARY

SLOT NUMBER:

0316

REVISION DATE:

June 04, 2012

#### 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 RESPONSIBLITIES:

- 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



Em <u>pl</u> oyee	6	Position/		Emr	oloyee ID No.	Date	
Na	•	Title			noyee 10 No.	Date	
Period Covered		Evaluation Type:	Annual Special	Evaluated By	(Name & Tit	le):	
I. PERFORMAN	CE Circle One Nu	mber Only					
JOB KNOWLEDGE Degree of familiarity with job procedures and equipment essential to the job. Ability to	simplest duties or assignments; has no	Limited knowledge of the duties or assignments; has insufficient knowledge of related work.	Satisfactory knowledge of duties or assignments; has fair working knowlege of related work.	Demonstrates knowle of most phases of job related work.		signments	Point
be innovative.	1	2	3	4	5		
COMMENTS	•	•					
DEPENDABILITY 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 ne assistance to complet responsibilities on tim	te job	dable.	Point
	1	2	3	4	5		
COMMENTS							
WORK HABITS 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,	Work habits satisfactory. Regular attendance and punctuality.	Work habits very good Good attendance and punctuality.		arely	Point
	1	punctuality.	3	4	5		
COMMENTS			20				
				A CONTRACTOR			
to get along with co-workers in support of work group objectives. Willingness to accept	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.		Promotes good will ar co-workers. Works ac to complete work grou objectives. Willingly accepts supervision.	supervisors, a public. Respo and positively	es, and the onds quickly	Point
supervision.	1	2	3	4	supervision.	8	
COMMENTS		-					
NTERPERSONAL RELATIONS Ability to communicate affectively with the public; degree to which a positive mage of agency is projected	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 ervice; is a good communicator.	Exceptional or communicates listens well.		Point
and sustained		2		ت ا		. 1	
COMMENTS	1	2	3	4	5		
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QUALITY OF WORK Consider accuracy, attention to detail and neatness to work, peed 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 o good organizer.		o rework	Point
of Holl place.	1	2	3	4	5	8	
COMMENTS	1					1	

ADAPTABILITY Ability to quickly adapt to changes in								
quickly adapt to changes in lob assignments, methods,	Resists change. Unwilling to learn new procedures.	Slow to accept change. Adapts with some difficulty.	Easily adapts to char Learns to use new procedures quickly.	positive of	s to change as a challenge. rates initiative in	Undisturbed to Welcomes ne assignments.		Point
personnel, or surroundings.			TO STATE OF STATE OF THE STATE	(1) DESCRIPTION OF A 11	new procedures.			100
	1	2	3		4	5	=	- 25
COMMENTS		-			7			
		(A) Total Perfo	rmance Poi	ints (Maxi	mum 35	Points):		
II. EVALUATE	On 1-4 Scale)	H	ardly Ever	Seldom 2	Us	ually 3	Almost	Always
Follows attendance	and punctuality rules			-		3		*
Observes safety rule								
Maintains neat and								
	ents timely and accu							
Participates in meeti	ings, training, and sp	ecial events						
		(B) Total E	Evaluate Poi	ints (Maxi	mum 20	Points):		
		1 to 1		*		532		
OVERALL RATI	NO SCALE:				on the second			
	33-45 Satisfactory	E4 EE Outstanding	/A + B	) = Total	Overall	Doints:		
1-20 Unacceptable 21-32 Unsatisfactory	46-50 Excellent	51-55 Outstanding	(7 . 5	) - 10tai	Overan	Points.		
E I VE Ulluminimusy I	40-00 Experient							
			0	vorall Datio				
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	AN & GOALS FO	OR EMPLOYEE (1				nal sheets	if neces:	sary)
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III. ACTION PL		A gr	Γο be filled out b	y evaluator. A		nal sheets	if necess	sary)
III. ACTION PL		OR EMPLOYEE (T	Γο be filled out b	y evaluator. A		nal sheets	if necess	sary)
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III. ACTION PL	R'S COMMENTS	(Attach additional sh	Γο be filled out by	y evaluator. A		nal sheets	if necess	sary)
III. ACTION PL  IV. EVALUATOR  V. RECOMMEN  The Employee (IS),	R'S COMMENTS  DED ACTION (IS NOT) recommen	(Attach additional sh	To be filled out be neets if necessar	y evaluator. A	Attach addition			sary)
III. ACTION PL  IV. EVALUATOR  V. RECOMMEN  The Employee (IS),  If the employee (IS)	R'S COMMENTS  DED ACTION (IS NOT) recommen	(Attach additional shaded for Continued E	To be filled out be neets if necessar	y evaluator. A	Attach addition			sary)
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III. ACTION PL  IV. EVALUATOR  V. RECOMMEN  The Employee (IS), If the employee (IS If for a period of three My signature indicate respond in writing well.	DED ACTION (IS NOT) recommended (3), six (6) months, ones that the appraisal ithin 5 working days are that I agree with the	ded for Continued E for Continued Emploor Termination. interview has been cand to have these continued to have the second to have	Employment.  Syment, (HE) / (Stompleted and displayed)	y evaluator. A y) y) GHE) is being	placed on pe	erformance at I have the raisal. My s	notice e right to	

#### WEBB COUNTY REQUEST FOR QUALIFICATIONS

JOB TITLE:

Webb County MIS Director

DEPARTMENT: WEBB COUNTY MIS DEPARTMENT

REPORTS TO:

WEBB COUNTY COMMISSIONERS COURT

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.

<u>NOTE</u>: 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.

#### ACKNOWLDGEMENT:

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

te	ted Name

## Dr. Corinne Stern Medical Examiner



Formlassa		Disi/		Je	- VD N		
Employee Na	6	Position/ Title		Employ	yee ID No.	Date	
Period Covered		Evaluation Type:	Annual Special	Evaluated By (N	l By (Name & Title):		
I. PERFORMAN	CE Circle One Nu	ımber Only					
JOB KNOWLEDGE Degree of familiarity with job procedures and equipment essential to the job. Ability to be innovative.	simplest duties or assignments; has no	Limited knowledge of the duties or assignments; has insufficient knowledge of related work.	Satisfactory knowledge of duties or assignments; has fair working knowlege of related work.	Demonstrates knowledge of most phases of job and related work.		ignments	Point
oo matara.	1	2	3	4	5		
COMMENTS		•					
DEPENDABILITY 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 joi responsibilities on time.	C. C	dable.	Point
	1	2	3	4	5	6	
COMMENTS							
WORK HABITS 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,	Work habits satisfactory. Regular attendance and punctuality.	Work habits very good. Good attendance and punctuality.	Excellent work attendance, ra misses or is la	arely	Point
	1	punctuality.	3	4	5		
COMMENTS						•	
cooperation 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.		Promotes good will among co-workers. Works activel to complete work group objectives. Willingly accepts supervision.		es, ind the inds quickly	Point
	1	2	3	4	5		
COMMENTS							
NTERPERSONAL RELATIONS Ability to communicate affectively with the public; degree to which a positive mage of agency is projected	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 or communicates listens well.	F-100 C-100 P-100	Point
and sustained.	1	2	3	4	5		
COMMENTS		-					
QUALITY OF WORK Consider accuracy, attention to detail and neatness to work, near to redo work; Orde 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 exc high quality, n required, exce organizer.	o rework	Point
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COMMENTS							

	erformance Evaluation Form	n REV. 11/09						Page 1 c	of 2
ADAPTABILITY Ability to quickly adapt to changes in job assignments, methods, personnel, or surroundings.	Resists change. Unwilling to learn new procedures.	<ul> <li>Slow to accept change.</li> <li>Adapts with some difficulty.</li> </ul>	Easily adapts to change. y. Learns to use new procedures quickly.		Responds to change as a positive challenge. Demonstrates initiative in learning new procedures.		Welcomes new assignments.		Point
	1	2	3		4		1	5	
COMMENTS			A						
		(A) Total Perfo	rmance P	oints	(Maximu	m 35 l	oints)	:	
II. EVALUATE	On 1-4 Scale)	Ha	ardly Ever	Se	ldom	Us	ually	Almost	Always
Follows attendance	and punctuality rules		_1		2		3	+ -	4
Observes safety rule								-	
Maintains neat and								+	-
	ents timely and accu	ırately							
	ings, training, and sp							+	
		(5) = 1.15		14. 14	100 8	6.20			
		(B) Total E	valuate P	oints	(Maximu	m 20 F	oints)	:	
OVERALL RATI 1-20 Unacceptable 21-32 Unsatisfactory	33-45 Satisfactory 46-50 Excellent	51-55 Outstanding			Total Ov II Rating:	erall l	oints:		
to the same of the									
III. ACTION PL	AN & GOALS FO	OR EMPLOYEE (T	o be filled ou	t by eval	uator. Attach	n addition	nal sheets	s if necess	sary)
IV. EVALUATO	R'S COMMENTS	(Attach additional sh	eets if necess	sarv)					
	5 5.7								
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								7	
V. RECOMMEN	DED ACTION								
The Employee (IS),	(IS NOT) recommen	ided for Continued E	mployment.						
		for Continued Employ		(SHE) is	s being place	ed on pe	rformance	e notice	
for a period of three	(3), six (6) months, of	or Termination.	1 5000 20	S	5700.C				
respond in writing w		interview has been co and to have these cor his report.							
Employee Signatur	re					Date:			
Evaluator Signatur	10				-	Data	8		
Evaluator Signatur	e .				-	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.

#### PHYSICIAL 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



Employee Na	6	Position/ Title		Employ	ree ID No. Date	
Period Covered		Evaluation	Annual	Evaluated By (N	ame & Title):	
Covereu		Туре:	Special			
I. PERFORMAN	CE Circle One Nu	ımber Only				
JOB KNOWLEDGE Degree of familiarity with job procedures and equipment assential to the job. Ability to	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 knowlege of related work.	Demonstrates knowledge of most phases of job and related work.	Excellent knowledge of all duties, assignments and related duties.	Poin
be innovative.	1	2	3	4	5	
COMMENTS						
DEPENDABILITY	Unable to carry out tasks to	Needs frequent supervision	Seeks help when needed.	Self-starter. Rarely needs	Highly dependable.	
Ability to carry out tasks to completion and degree of supervision required.	completion without constant supervision and repeated Instruction.	or help to complete tasks.	Fulfills responsibilities with some supervision.	assistance to complete job responsibilities on time.		Poin
	1	2	3	4	5	
COMMENTS				- Cri		
MODY HADITS	Dalade highlige consultations	Dated bakits and	Internal Control of the Control	Terra base	Te	
WORK HABITS 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,	Work habits satisfactory. Regular attendance and punctuality.	Work habits very good. Good attendance and punctuality.	Excellent work habits, attendance, rarely misses or is late.	Poin
		punctuality.	3			
COMMENTS	1	2		4	5	
Name of the Control o						
cooperation Ability o 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.		Promotes good will among co-workers. Works actively to complete work group objectives. Willingly accepts supervision.		Poir
upervision.	1	2	3	4	5	
COMMENTS	•			1		
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NTERPERSONAL RELATIONS Ability to communicate effectively with the public; degree to which a positive mage of agency is projected	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.	Poir
and sustained.	2	20		124	120	
COMMENTS	1	2	3	4	5	
JOMINERIS						
CUALITY OF WORK 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.	Poir
	1	1			1	i .
8.12	1	2	3	4	5	1

I N D BY BUSINESS	eriormance Evaluation For					Page 1 of		of 2	
ADAPTABILITY Ability to quickly adapt to changes in job assignments, methods, personnel, or surroundings.	Resists change. Unwilling learn new procedures.	to Slow to accept change. Adapts with some difficulty.	Easily adapts to change.  y. 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
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COMMENTS									
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		IDAING EN ANGEMEN ASS			inetaros eservi				
		(A) Total Perfo	ormance P	oints	(Maximu	ım 35 l	Points):		
II. EVALUATE	On 1-4 Scale)	н	Hardly Ever Sel		eldom Us		ually	Almost	Always
Follows attendance	and punctuality rule	es .	_1		2		3		1
Observes safety rule								-	
Maintains neat and	orderly work area							1	
Completes assignm	ents timely and acc	urately							
Participates in meet	ings, training, and s	pecial events							
		(B) Total I	Evaluate P	ointe l	Mavimu	m 20 I	Pointe\	(2)	
		(b) rotari	_valuate i	Ollits (	(IMIAXIIII)	1111 20 1	Units).	-	
		OR EMPLOYEE (	To be filled ou	Overall	Total Ov				sary)
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V. RECOMMEN	DED ACTION								
If the employee (IS for a period of three My signature indicat	NOT) recommended (3), six (6) months, es that the appraisa ithin 5 working days	Il interview has been co	yment, (HE) /	discusse	ed. I unders	stand tha	t I have the	e right to	does
Employee Signatur	ге					Date:			
Evaluator Signatur		1.			15	Date:			
Lvaluator Signatur	•	-				Date:			

# Rhonda M. Tiffin Planning & Physical Development



Employee	6	Position/		Employ	ee ID No. Date			
Na	S-194	Title		4,000,000,000,000	Materials and the second secon			
Period			Evaluation Annual		ame & Title):			
Covered			Special	SCORESTON OF SECTION (Mar SEASON ASSESSMENT)				
I. PERFORMAN	CE Circle One Nu	mber Only						
OB KNOWLEDGE Degree		Limited knowledge of the	Satisfactory knowledge of	Demonstrates knowledge	Excellent knowledge of			
of familiarity with job procedures and equipment essential to the job. Ability to be innovative.	simplest duties or assignments; has no knowledge of related work.	duties or assignments; has insufficient knowledge of related work.	duties or assignments; has fair working knowlege of related work.	of most phases of job and related work.	all duties, assignments and related duties.	Point		
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COMMENTS								
DEPENDABILITY 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.	Point		
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COMMENTS								
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Consider attendance and bunctuality. Too poor to retain in job impount improvement. cou		Work habits need improvement. Needs counseling. Occasional problems with attendance,	Work habits satisfactory. Regular attendance and punctuality.	Work habits very good. Good attendance and punctuality.	Excellent work habits, attendance, rarely misses or is late.	Point		
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COMMENTS	·	· · · · · · · · · · · · · · · · · · ·			· · · · · · · · · · · · · · · · · · ·			
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o get along with o-workers in support of work group objectives. Villingness to accept	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.		Promotes good will among co-workers. Works actively to complete work group objectives. Willingly accepts supervision.	supervisors, and the public. Responds quickly and positively to	Point		
upervision.		2	3	4	supervision. 5			
COMMENTS				-				
	0011							
NTERPERSONAL RELATIONS Shillity to communicate effectively with the public; legree to which a positive mage of agency is projected	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.	Point		
nd sustained	1	2	3	4	5			
COMMENTS	•	-		,				
CONSIDER TO SERVICE OF THE PROPERTY OF WORK CONSIDER AND THE PROPERTY OF THE P	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.	Point		
Order of work place.		Andrea Decada Mi			W-4 (C) CO (C) (C)			

suickly adapt to changes in positive challenge. Demonstrates initiative in learning new procedures.  1 2 3 4 5  COMMENTS  (A) Total Performance Points (Maximum 35 Points):  II. EVALUATE (On 1-4 Scale) Hardly Ever Seldom Usually 1 2 3 4 4 5  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 (A + B) = Total Overall Points:	ADAPTABILITY Ability to	Resists change. Unwilling	to  Slow to accept change.	TEacily adapte to	shanna IDa	de to obsesso as a	Transaction of the	Page 1 o	
(A) Total Performance Points (Maximum 35 Points):  II. EVALUATE (On 1-4 Scale)	quickly adapt to changes in job assignments, methods,			Learns to use new		sitive challenge. monstrates initiative in	Welcomes new		Point
(A) Total Performance Points (Maximum 35 Points):  II. EVALUATE (On 1-4 Scale)		1	2	3		4	5		
III. EVALUATE (On 1-4 Scale)  Hardly Ever Seldom Usually Almost Always 4  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) Total Evaluate Points (Maximum 20 Points):  OVERALL RATING SCALE:  1.20 Unacceptable 33-45 Satisfactory 51-55 Outstanding (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. (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:	COMMENTS								
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#### 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: Oilier 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-I 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



Employee	6	Position/		Employ	ee ID No. Date			
Na		Title						
Period		Evaluation	EvaluationAnnual		ame & Title):			
Covered	ed		Special					
I. PERFORMAN	CE Circle One Nu	mber Only						
JOB KNOWLEDGE Degree	Poor knowledge of the	Limited knowledge of the	Satisfactory knowledge of	Demonstrates knowledge	Excellent knowledge of			
of familiarity with job	simplest duties or		duties or assignments, has	of most phases of job and	all duties, assignments	Poin		
procedures and equipment	assignments; has no knowledge of related work.	insufficient knowledge of related work.	fair working knowlege of related work.	related work.	and related duties.			
de innovative.	knowledge of related work.	related work.	related work.		1 1			
M. D. Box of Street	1	2	3	4	5			
COMMENTS								
DEPENDABILITY	Unable to carry out tasks to	Needs frequent supervision	Seeks help when needed.	Self-starter. Rarely needs	Highly dependable.	Deli		
Ability to carry out tasks to completion and degree of	completion without constant supervision and repeated	or help to complete tasks.	Fulfills responsibilities with some supervision.	assistance to complete job responsibilities on time.		Poir		
supervision required.	Instruction.		some supervision.	responsibilities on time.	1			
	1	2	3	,	5			
COMMENTS	1		3	4	5			
OMMENIS								
	78	AG = 1	SX ====	2	- N			
WORK HABITS	Work habits unsatisfactory.	Work habits need	Work habits satisfactory.	Work habits very good.	Excellent work habits,	502/62		
Consider attendance and	Too poor to retain in job		Regular attendance and	Good attendance and	attendance, rarely	Poi		
ounctuality.	without improvement. Frequently absent or tardy.	counseling. Occasional problems with attendance.	punctuality.	punctualilty.	misses or is late.			
	rrequently absent or tarty	punctuality.			1 1			
	1	2	3	4	5			
COMMENTS		-						
	<u> </u>	<u> </u>	21, 21010101					
CORPORATION ALTER	Terror and the set	Taranta and an aba	E	To	T= - T			
COOPERATION Ability o get along with	Fails to cooperate with work group or to Contribute to	Contributes to work group but may have occasional difficulty		Promotes good will among co-workers. Works actively		Poir		
co-workers in support of	work group objectives.	accepting supervision.	work group objectives.	to complete work group	supervisors, and the	10.		
vork group objectives.	Resents supervision.	Needs prodding.	Accepts supervision.	objectives. Willingly	public. Responds quickly			
Willingness to accept		All the second second		accepts supervision.	and positively to			
supervision.	0.4		-tuor		supervision.			
	1	2	3	4	5			
COMMENTS								
				T				
NTERPERSONAL RELATIONS	Very brusque: Does not	Tends to be impersonal and perfunctory in dealings with	Usually is positive and	Always gives courteous	Exceptional courtesy,			
Ability to communicate	convey a positive image of the agency.		supportive of mission: gives agency good image.	service; is a good communicator.	communicates clearly, listens well.	Poi		
effectively with the public;	tile agency.	public, lacks prolessionalism.	agency good image.	Conmunicator.	listens well.			
degree to which a positive		1						
mage of agency is projected		1			1			
and sustained.		Lacore I						
11	1	2	3	4	5			
COMMENTS		361			100			
QUALITY OF WORK	Does poor work, frequently	Does acceptable work but	Few errors; usually thorough		Work is of exceptionally	-		
Consider accuracy, attention	has to redo tasks; tends to	needs more attention to	and attentive, generally neat.			Poi		
	be messy,	accuracy; sometimes lacks		good organizer.	required, excellent organizer.			
o detail and neatness to				1	Organizei.	d .		
o detail and neatness to work, need to redo work:		neatness.	l l	I	3/450005000	1		
o detail and neatness to		neatness.	3		5			

ADAPTABILITY Ability to	Resists change. Unwilling	to Slow to accept change.	If and adopte to	T			Page 1 c	
quickly adapt to changes in job assignments, methods, personnel, or surroundings.			Easily adapts to change. Learns to use new procedures quickly.		Responds to change as positive challenge. Demonstrates initiative learning new procedure	Welcomes r assignments	Undisturbed by change. Welcomes new assignments.	
	1	2	3		4		5	
COMMENTS					The state of the s			
		(A) Total Perfo	rmance P	oints (	Maximum 3	Points)		
II. EVALUATE	On 1-4 Scale)	H	ardly Ever	Sel	dom I	Jsually 3	Almost	Always
Follows attendance	and punctuality rule	es	***************************************					
Observes safety rule								
Maintains neat and								
Completes assignm								
Participates in meet	ings, training, and s	pecial events						
		(B) Total E	valuate P	oints (	Maximum 20	Points):		
		53 50						
OVERALL RATI	NG SCALE:	772.4.2.2.2.2.2.2.2.2.2.2.2.2.2.2.2.2.2.						
1-20 Unacceptable	33-45 Satisfactory	51-55 Outstanding	(A +	B) = T	otal Overal	Points:	0	
21-32 Unsatisfactory	46-50 Excellent	3		_, .				
			3	Overall	Rating:			
					- Mail -			= .
TIT ACTION D	AND COME	OD FMDI OVER					7.0	
III. ACTION PL	AN & GUALS F	OR EMPLOYEE (T	o be filled out	by evalu	ator. Attach addi	ional sheets	s if necess	sary)
4-7-5 - S=10/coon(0)=								_
IV. EVALUATOI	R'S COMMENTS	S (Attach additional sh	eets if necess	ary)				
					- H-C			
V. RECOMMEN	DED ACTION							
		nded for Continued E						
	27	nded for Continued E d for Continued Emplo	70 S70	(CUE) in	boing placed on	n a eforma na	o natios	
for a period of three			yment, (HE) /	(SHE) IS	being placed on	benormance	nouce	
		al interview has been co						oomeen i
respond in writing w not necessarily mea	B (1) (1) (2) (1) (1) (1) (1) (1) (1) (1) (1) (1) (1	and to have these cor this report.	nments attaci	ned to this	s performance ap	praisal. My	signature	does
Employee Signatu	458				Dat	e:		
	Access to the second se							
Evaluator Signatur	e	Real Control of the C			Dat	e:		

#### 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;
- Represents the department before Commissioners Court, criminal justice committees formed by Board of Judges, news media and general public;
- Assists in managing jail overcrowding problems in junctions with the sheriff's department and through coordination with the county's judicial system;
- Conducts preliminary investigations cm complaints received by the Indigent Defense Services Department;
- Prepared, presents and manages County budget and state grants and coordinates with the Board of Judges on program's fiscal impact;
- Designs, coordinates and oversees the implementation of innovative and diversionary projects addressing jail overcrowding;
- 7. Manages the activities of professional and administrative staff;
- 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;
- Maintains current records and prepares required reports far all grant-funded programs;
- 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

#### SECTION II - JOB DIMENSIONS

NTACTS: 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.

<u>RESPONSIBILITY</u>: 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 handing 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,

Guidance: 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. 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.

DEPARMENT JOB REQUIREMENTS: Variations in Job Requirements by department.

# Virginia Aranda Public Defenders



Employee	6	Position/		Employ	ee ID No. Date	
Na		Title				
Period		Evaluation	Annual	Evaluated By (N	ame & Title):	
Covered		Туре:	Special			
I. PERFORMAN	CE Circle One Nu	ımber Only				
IOB KNOWLEDGE Degree	Poor knowledge of the	Limited knowledge of the	Satisfactory knowledge of	Demonstrates knowledge	Excellent knowledge of	
of familiarity with job	simplest duties or	duties or assignments; has	duties or assignments; has	of most phases of job and	all duties, assignments	Poin
procedures and equipment	assignments; has no	insufficient knowledge of	fair working knowlege of	related work.	and related duties.	
e innovative.	knowledge of related work.	related work.	related work.			
e miloraure.	1	2	3	4	5	
COMMENTS			3	_ 4	5	
381000173555						
DEPENDABILITY	Unable to carry out tasks to	Needs frequent supervision	Seeks help when needed.	Self-starter. Rarely needs	Highly dependable.	
Ability to carry out tasks to completion and degree of	completion without constant	or help to complete tasks.	Fulfills responsibilities with	assistance to complete job	1	Poin
supervision and degree or supervision required.	supervision and repeated Instruction.		some supervision.	responsibilities on time.	1	
			_	100		
	1	2	3	4	5	
COMMENTS						
VORK HABITS	Work habits unsatisfactory.	Work habits need	Work habits satisfactory.	Work habits very good.	Excellent work habits.	
Consider attendance and	Too poor to retain in job	improvement. Needs	Regular attendance and	Good attendance and	attendance, rarely	Poir
unctuality.	without improvement.	counseling. Occasional	punctuality.	punctuality.	misses or is late.	III I SEE IS
SERVICE ACTUAL SERVIC	Frequently absent or tardy.	problems with attendance,	DSV063005304-10	0.000.000.000.000	59 08 08 48 44 1 TO CO CO CO	
		punctuality.				
	1	2	3	4	5	
COMMENTS		2				
	Fails to cooperate with work	Contributes to work group but		Promotes good will among		Dele
get along with	group or to Contribute to	may have occasional difficulty accepting supervision.		co-workers. Works actively	0 (000) 1 (000) 10 (000) 10 (000)	Poin
o-workers in support of ork group objectives.	work group objectives. Resents supervision.	Needs prodding.	work group objectives. Accepts supervision.	to complete work group objectives. Willingly	supervisors, and the public. Responds quickly	
Villingness to accept	reachts supervision.	receds produing.	Procepts supervision.	accepts supervision.	and positively to	
upervision.				decepto super riaion.	supervision.	
***************************************	1	2	3	4	5	
OMMENTS			A1			
NTERPERSONAL	Very brusque: Does not	Tends to be impersonal and	Usually is positive and	Always gives courteous	Exceptional courtesy,	
RELATIONS	convey a positive image of	perfunctory in dealings with	supportive of mission: gives	service; is a good	communicates clearly,	Poin
bility to communicate	the agency.	public: lacks professionalism.	agency good image.	communicator.	listens well.	Poli
ffectively with the public;	10000000000000000000000000000000000000				ESSAVE CONTROL	
egree to which a positive	11					
nage of agency is projected					1	
nd sustained.		2000	10.00			
	1	2	3	4	5	
OMMENTS	W	· · · · · · · · · · · · · · · · · · ·	747	24	10	
QUALITY OF WORK	Does poor work; frequently	Does acceptable work but	Few errors; usually thorough	Consistently accurate,	Work is of exceptionally	
Consider accuracy, attention	has to redo tasks; tends to	needs more attention to	and attentive; generally neat.	constant attention to detail		Poin
o detail and neatness to	be messy,	accuracy; sometimes lacks		good organizer.	required, excellent	10955111
		neatness.			organizer.	
work, need to redo work:						
ork, need to redo work: Orde of work place.	_	2	3	4	5	

ADAPTABILITY Ability to	Resists change. Unwilling	to Slow to accept change.	Easily adapts to d	hanna IBaenande	to obsesso as a	Utadiatushad	Page 1 c	500E-
quickly adapt to changes in job assignments, methods, personnel, or surroundings.	learn new procedures.	Adapts with some difficulty.	Learns to use new procedures quick	w positive ch by Demonstra	to change as a allenge. ites initiative in ew procedures.	Undisturbed Welcomes no assignments	iew	Point
	1	2	3		4	5	5	
COMMENTS								
		(A) Total Perfo	rmance P	oints (Maxin	num 35	Points):	<u> </u>	
II. EVALUATE	On 1-4 Scale)	H	ardly Ever	Seldom 2	Us	sually 3	Almost	Always
Follows attendance	and punctuality rule	es						-
Observes safety rule	es and regulations							
Maintains neat and	orderly work area							
Completes assignm	ents timely and acc	urately						
Participates in meet	ings, training, and s	special events						
		(B) Total E	Evaluate P	oints (Maxin	num 20	Points):	•	
		N. A.	F. 3. (200 S. ) 200 Sec. (200 Sec. (					
OVERALL RATI	NG SCALE:							
1-20 Unacceptable	33-45 Satisfactory	51-55 Outstanding	(A +	B) = Total (	Overall	Points:		
21-32 Unsatisfactory	46-50 Excellent	51-55 Outstanding	(~ .	Dj - Total s	JVCI all	ronnes.		
				Overall Ratin	a:			
					9			=
III. ACTION PI	AN & GOALS F	OR EMPLOYEE (T	o be filled out	by evaluator. At	tach addition	nal sheets	if necess	sary)
IV. EVALUATO	R'S COMMENTS	S (Attach additional sh	eets if necess	ary)				
			TOTAL STREET					
V. RECOMMEN	DED ACITON							
The Employee (IS),	(IS NOT) recomme	ended for Continued E	mployment.					
171 107 700 500	10	d for Continued Emplo	26 1020	(SHE) is being p	laced on pe	erformance	e notice	
for a period of three	(3), six (6) months,	, or <b>Termination</b> .	E/Decoordent categories	AN ALL PROPERTY CHARGES AND ENGLISHED AND AN AREA SON	IF STEP AT PETER STEP STEP AND A			
	ithin 5 working days	al interview has been on a and to have these con this report.						
Employee Signatu	re				Date	:		
2					Data			
Evaluator Signatur	re				Date	•		

# 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 polices 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 filling 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



Employee	6	Position/		Employe	e ID No. Date	
Na		Title				
Period Covered		Evaluation Type:	Annual Special	Evaluated By (Na	ime & Title):	
I. PERFORMAN	CE Circle One Nu	mber Only				
JOB KNOWLEDGE Degree of familiarity with job procedures and equipment essential to the job. Ability to be innovative.	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 knowlege of related work.	Demonstrates knowledge of most phases of job and related work.	Excellent knowledge of all duties, assignments and related duties.	Point
COMMENTS	1	2	3	4	5	
COMMENTS						
DEPENDABILITY 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.	Point
	1	2	3	4	5	
COMMENTS	200		9000000 H		707	
WORK HABITS Consider attendance and ounctuality.	ider attendance and uality. Too poor to retain in job without improvement. Frequently absent or tardy.		Work habits satisfactory. Regular attendance and punctuality.	Work habits very good. Good attendance and punctuality.	Excellent work habits, attendance, rarely misses or is late.	Poin
	1	punctuality.	3	4	5	
cooperation Ability of get along with so-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.	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.	Point
	11	2	3	4	5	
NTERPERSONAL	Very brusque: Does not	Tends to be impersonal and	Usually is positive and	Always gives courteous	Exceptional courtesy,	
RELATIONS  Ability to communicate  effectively with the public;  legree to which a positive  mage of agency is projected  and sustained	convey a positive image of the agency.		supportive of mission: gives agency good image.	service; is a good communicator.	communicates clearly, listens well.	Poin
CHIENTS	11	2	3	4	5	
COMMENTS						
CUALITY OF WORK Consider accuracy, attention to detail and neatness to work, need to redo work: Order	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.	Poin
570		1	62		90000	
	4	2	3	4	5	

	The state of the s					Page 1	of 2		
ADAPTABILITY 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 o Learns to use net procedures quick	positive challer ckly. Demonstrates		esponds to change as a Undisturbe sitive challenge. Welcomes assignment arning new procedures.			Point
	1	2	3			1		5	
COMMENTS	8	***							
							- 10417 III.		_
		(A) Total Perfo	rmance P	oints	(Maxim	um 35 l	Points):	:	
II. EVALUATE	On 1-4 Scale)	Ha	ardly Ever	Se	ldom	Us	ually	Almost	Always
Follows attendance	and punctuality rules				2	-	3		•
Observes safety rule	es and regulations								
Maintains neat and	orderly work area								
	ents timely and accu	S 402799 0							
Participates in meet	ings, training, and sp	ecial events							
		(B) Total E	valuate P	oints	(Maxim	ım 20 F	Points):	5	
							,	( <del></del>	
		OR EMPLOYEE (T	o be filled out	Overal	I Rating:				sary)
								-	
V. RECOMMEN	DED ACTION								
The Employee (IS), If the employee (IS I for a period of three My signature indicat respond in writing w	(IS NOT) recommen NOT) recommended (3), six (6) months, on es that the appraisal	interview has been co	yment, (HE) /	discuss	ed. I under	stand tha	t I have th	e right to	
Employee Signatu	re					Date:			
Evaluator Signatur					-	Date:			

CERTIFIED
By Webb County
Civil Service Commission
April 14, 2010

# WEBB COUNTY REQUEST FOR QUALIFICATIONS

JOB TITLE:

WEBB COUNTY PUBLIC INFORMATION OFFICER

DEPARTMENT:

PUBLIC INFORMATION OFFICE

REPORTS TO:

WEBB COUNTY COMMISSIONERS COURT

## 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:

- 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.
- Develop, schedule and implement advertising in the various media (TV, print, Radio, Public Access channels) for any and all County issues, events, programs.
- Proofread/edit all printed documents ( for quality control) emanating from the PIO office and other County offices.
- 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.
- 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



Employee	6	Position/		Emplo	yee ID No. Date	
Na	5544	Title		1	W-544-900-544-004-11004124-54	
Period		Evaluation	Annual	Evaluated By (	lame & Title):	
Covered		Туре:	Special			
. PERFORMAN	CE Circle One Nu	ımber Only				
JOB KNOWLEDGE Degree		Limited knowledge of the	Satisfactory knowledge of	Demonstrates knowledge	Excellent knowledge of	
of familiarity with job procedures and equipment	simplest duties or assignments; has no	duties or assignments; has	duties or assignments; has	of most phases of job and		Poin
essential to the job. Ability to be innovative.		insufficient knowledge of related work.	fair working knowlege of related work.	related work.	and related duties.	
	1	2	3	4	5	
COMMENTS						
DEPENDABILITY Ability to carry out tasks to	Unable to carry out tasks to completion without constant	Needs frequent supervision or help to complete tasks.	Seeks help when needed. Fulfills responsibilities with	Self-starter. Rarely needs assistance to complete in		Poir
completion and degree of supervision required.	supervision and repeated Instruction.		some supervision.	responsibilities on time.		
	1	2	3	4	5	
COMMENTS	112	•			*	
				310	79.	
VORK HABITS	Work habits unsatisfactory.	Work habits need	Work habits satisfactory.	Work habits very good.	Excellent work habits,	0.2593
Consider attendance and	Too poor to retain in job without improvement.	improvement. Needs counseling. Occasional	Regular attendance and	Good attendance and	attendance, rarely	Poir
unctuality.	Frequently absent or tardy.	problems with attendance,	punctuality.	punctualilty.	misses or is late.	_
	3. 2 55	punctuality.	1		1000	
	1	2	3	4	5	
COMMENTS						
COOPERATION Ability	Fails to cooperate with work	Contributes to work group but	Maintaine and will among	Promotes good will amon	a Evention consention	
get along with	group or to Contribute to	may have occasional difficulty		co-workers. Works active		Poir
o-workers in support of	work group objectives.	accepting supervision.	work group objectives.	to complete work group	supervisors, and the	15050
vork group objectives.	Resents supervision.	Needs prodding.	Accepts supervision.	objectives, Willingly	public. Responds quickly	
Villingness to accept upervision.				accepts supervision.	and positively to	
upervision.	1	2	3	4	supervision. 5	
OMMENTS						
NTERPERSONAL	Very brusque: Does not	Tends to be impersonal and	Usually is positive and	Always gives courteous	Exceptional courtesy,	
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nage of agency is projected						
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ā # E	erformance Evaluation Form						Page 1 o		N Z
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Maintains neat and	CONTRACTOR SERVICES AND								
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Evaluator Signatur					52	Date:	a de la companya de		
Evaluator Signatur					_	Date.			

CERTIFIED
By Webb County
Civil Service Commission
April 14, 2010
FY 2007-2008

# 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



Em <u>nlo</u> yee	6	Position/		Empl	loyee ID No.	Date	
Na	168 41	Title	=	- aga-			
Period Covered		Evaluation Type:	Annual Special	Evaluated By (	Name & Tit	le):	
I. PERFORMAN	CE Circle One Nu	ımber Only					
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DEPENDABILITY 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 need assistance to complete responsibilities on time.	job	table.	Point
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COMMENTS							
cooperation Ability of get along with co-workers in support of work group objectives.  Millingness 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.		Promotes good will amo co-workers. Works active to complete work group objectives. Willingly accepts supervision.	vely with employee	es, and the onds quickly	Poin
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RELATIONS	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 or communicates listens well.	00.70 00.0005 92	Poir
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COMMENTS							
QUALITY OF WORK Consider accuracy, attention o 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 de good organizer.	Work is of exc high quality, n required, exce organizer.	no rework	Poir
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ADAPTABILITY Ability to quickly adapt to changes in job assignments, methods, personnel, or surroundings.	Resists change. Unwilling learn new procedures.	to Slow to accept change. Adapts with some difficulty.			Responds to o positive challe Demonstrates learning new p	nge. initiative in	Undisturbed by change. Welcomes new assignments.		Point
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III. ACTION PL	AN & GOALS F	OR EMPLOYEE (T	o be filled ou	t by eva	luator. Attac	h addition	nal sheets	s if necess	sary)
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IV. EVALUATO	R'S COMMENTS	(Attach additional she	eets if necess	sary)					
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V. RECOMMEN	DED ACTION								
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Employee Signatu	re					Date:			
Evaluator Signatur	re					Date:	8		
-valuator Signatur						Date.			

# WEBB COUNTY JOB DESCRIPTION

TITLE:

Road & Bridge Superintendent

DEPARTMENT:

Road and Bridge

SLOT NUMBER:

645

# 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 RESPONSIBLITIES:

- 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 Devises.

# 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.

Employees Signature	Supervisor Signature
Printed Name	Printed Name
Printed Title	Printed Title
Date	Date

# Armandina Garcia Santa Teresita Community Center



Employee	6	Position/		Empl	oyee ID No.	Date	
Na. Period		Title Evaluation	Annual	Evaluated By	Name & Tit	le):	
Covered		Туре:	Special			Mark Mark	
I. PERFORMAN	CE Circle One Nu	ımber Only					
JOB KNOWLEDGE Degree of familiarity with job procedures and equipment assential to the job. Ability to be innovative.	simplest duties or assignments; has no	Limited knowledge of the duties or assignments; has insufficient knowledge of related work.	Satisfactory knowledge of duties or assignments; has fair working knowlege of related work.	Demonstrates knowled of most phases of job a related work.		signments	Point
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COMMENTS							
DEPENDABILITY 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 nee assistance to complete responsibilities on time	job	dable.	Point
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COMMENTS							
cooperation Ability or 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.		Promotes good will am co-workers. Works acti to complete work group objectives. Willingly accepts supervision.	vely with employee	es, and the ands quickly	Point
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NTERPERSONAL RELATIONS Ability to communicate iffectively with the public; legree to which a positive mage 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 or communicates listens well.	300 PH SEAT PARTY	Poin
ind sustained.	1	2	3	4	5	ă I	
COMMENTS	·						
QUALITY OF WORK Consider accuracy, attention o detail and neatness to work, need to redo work: Order	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 de good organizer.	Work is of ext high quality, n required, exce organizer,	no rework	Poin
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ADAPTABILITY 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 Learns to use ne procedures quick	w	Responds to change as a positive challenge. Demonstrates initiative in learning new procedures.		Undisturbed by change. Welcomes new assignments.		Point
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COMMENTS			Alt -						
		(A) Total Perfo	rmance P	oints	(Maximu	ım 35 l	Points)	:	
II. EVALUATE	On 1-4 Scale)	Ha	ardly Ever	Se	ldom	Us	ually	Almost	Always
Follows attendance	and punctuality rules						3	<u> </u>	•
Observes safety rule	es and regulations								
Maintains neat and									
	ents timely and accur								
Participates in meet	ings, training, and spe	ecial events							
		(B) Total E	valuate P	oints	(Maximu	ım 20 F	Points)	:	
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V. RECOMMEN	DED ACTION								
If the employee (IS I	(IS NOT) recommended (3), six (6) months, o	for Continued Employ	[11] [12] [12] [12] [12] [12] [12] [12]	(SHE) is	s being plac	ed on <i>pe</i>	rformance	e notice	
respond in writing w	es that the appraisal i ithin 5 working days a an that I agree with thi	and to have these con							does
Employee Signatu	re				_	Date:			
Evaluator Signatur	e					Date:			

# WEBB COUNTY JOB DESCRIPTION

TITLE:

Director

DEPARTMENT:

Santa Teresita Community Center

SLOT NUMBER:

2347

REVISION DATE: October 6, 2011

## 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 RESPONSIBLITIES:

- 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



Employee	6	Position/		Emp	loyee ID No.	Date	ate	
Na	28	Title		5/-	710-22-71-35-50	1-000000000		
Period Covered	\(\frac{1}{2}\)	Evaluation Type:	Annual Special	Evaluated By	(Name & Tit	le):		
I. PERFORMAN	CE Circle One Nu	mber Only						
JOB KNOWLEDGE Degree of familiarity with job procedures and equipment assential to the job. Ability to be innovative.	simplest duties or assignments; has no	Limited knowledge of the duties or assignments; has insufficient knowledge of related work.	Satisfactory knowledge of duties or assignments, has fair working knowlege of related work.	Demonstrates knowled of most phases of job a related work.		ignments	Point	
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COMMENTS				-				
DEPENDABILITY 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 nee assistance to complete responsibilities on time	job	dable.	Point	
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cooperation Ability o 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.		Promotes good will am co-workers. Works acti to complete work group objectives. Willingly accepts supervision.	vely with employee	es, and the nds quickly	Point	
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NTERPERSONAL RELATIONS Ability to communicate effectively with the public; degree to which a positive	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 or communicates listens well		Point	
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COMMENTS								

Webb County Employee P	erformance Evaluation Fo	rm REV. 11/09					Page 1	of 2
ADAPTABILITY Ability to quickly adapt to changes in job assignments, methods, personnel, or surroundings.	Resists change. Unwilling learn new procedures.	to Slow to accept change. Adapts with some difficulty.	Easily adapts to change. Learns to use new procedures quickly.		Responds to change as ositive challenge. Demonstrates initiative earning new procedure	Welcomes in assignmen	MO 446	Point
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COMMENTS					-		3	
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II. EVALUATE	(On 1-4 Scale)	H	ardly Ever	Seld	om	Usually	Almost	Always
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Observes safety rule								
Maintains neat and								
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Participates in meet	ings, training, and s	special events						
		(B) Total E	valuate P	Points (N	Maximum 2	) Points	):	
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	ithin 5 working days	al interview has been co and to have these cor this report.						
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Evaluator Signatur	re				Da	te:		
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# WEBB COUNTY JOB DESCRIPTION

TITLE:

Veteran Services Officer

DEPARTMENT:

Veterans Services

SLOT NUMBER:

0033

REVISION DATE:

March 4, 2013

# 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 RESPONSIBLITIES:

- 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



6	Position/ Title		Employ	ee ID No. Date		
	Evaluation Type:	raluationAnnual Evaluate		ted By (Name & Title):		
CE Circle One Nu	mber Only					
simplest duties or assignments; has no	Limited knowledge of the duties or assignments; has insufficient knowledge of related work.	Satisfactory knowledge of duties or assignments; has fair working knowlege of related work.	Demonstrates knowledge of most phases of job and related work.	Excellent knowledge of all duties, assignments and related duties.	Poin	
1		3	4	5		
In the state of th			1	,		
completion without constant supervision and repeated Instruction.	or help to complete tasks.	Seeks help when needed. Fulfills responsibilities with some supervision.			Point	
1	2	3	4	5		
Work habits unsatisfactory	Work habits need	Work habits satisfactory	Work habits very good	Excellent work habite		
Too poor to retain in job without improvement. Frequently absent or tardy.	improvement. Needs counseling. Occasional problems with attendance, punctuality.	Work habits satisfactory.  Regular attendance and punctuality.  Work habits very good. Good attendance and punctuality.		attendance, rarely misses or is late.	Poin	
1	2	3	4	5		
Fails to cooperate with work group or to Contribute to work group objectives. Resents supervision.		co-workers and supports work group objectives. Accepts supervision.		with employees, supervisors, and the public. Responds quickly and positively to supervision.	Point	
*				-		
N	I <del></del>		Tax	Te		
convey a positive image of the agency.	perfunctory in dealings with public: lacks professionalism.	supportive of mission: gives agency good image.	service; is a good communicator.	communicates clearly, listens well.	Poin	
1	2	3	4	5		
Does poor work; frequently	Does acceptable work but needs more attention to	Few errors; usually thorough and attentive; generally neat.	Consistently accurate, constant attention to detail.	Work is of exceptionally high quality, no rework	Poin	
has to redo tasks; tends to be messy,	accuracy, sometimes lacks neatness.	•	good organizer	required, excellent organizer.		
	Poor knowledge of the simplest duties or assignments; has no knowledge of related work.  1  Unable to carry out tasks to completion without constant supervision and repeated Instruction.  1  Work habits unsatisfactory. Too poor to retain in job without improvement. Frequently absent or tardy.  1  Fails to cooperate with work group or to Contribute to work group objectives. Resents supervision.  1  Very brusque: Does not convey a positive image of the agency.	Poor knowledge of the simplest duties or assignments; has no knowledge of related work.  1	Title  EvaluationAnnualSpecial  CE Circle One Number Only  Poor knowledge of the simplest duties or assignments; has no knowledge of related work.  1	Title  EvaluationAnnualSpecial  Evaluated By (NSpecial	Title  Evaluation Type:AnnualSpecial	

Webb County Employee Po	erformance Evaluation For	m REV. 11/09						Page 1	of 2
ADAPTABILITY Ability to quickly adapt to changes in job assignments, methods, personnel, or surroundings.		to 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.		Welcomes new		Point
	1	2	3		4			5	
COMMENTS			•		-				
		(A) Total Perfe	ormance P	oints	(Maximur	n 35 l	Points)	:	
II. EVALUATE	On 1-4 Scale)	H	lardly Ever 1	Se	ldom 2	Us	ually 3	Almost	Always
Follows attendance	and punctuality rule	s					•		•
Observes safety rule	es and regulations								
Maintains neat and	orderly work area								
Completes assignm	ents timely and acc	urately						*	
Participates in meet	ings, training, and s	pecial events							
		(D) T-4-11	F		/ <b>A.P.</b>			4-:	
		(B) Total	Evaluate P	oints (	(Maximun	n 20 F	oints)	•	
IV. EVALUATO	R'S COMMENTS	OR EMPLOYEE (	To be filled ou	Overal	Total Ove			Maria de la composición dela composición de la composición dela composición dela composición dela composición de la composición de la composición de la composición dela composición de la composición dela	sary)
If the employee (IS for a period of three My signature indicate	(IS NOT) recomme NOT) recommended (3), six (6) months, es that the appraisa ithin 5 working days	al interview has been of and to have these co	oyment, (HE) /	d discuss	ed. I understa	and tha	t I have th	ne right to	
Employee Signatu	re	(i)			4	Date:			- 17
Evaluator Signatur	e					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

# 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 RESPONSIBLITIES:

- 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 firefighting 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:

ACKNOWLEDGEMENT:

- 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.

The undersigned have read, discussed an abide by all terms and conditions herein		b de	scription and agr
Employee Signature / Date	Supervisor's Signature	1	Date
Printed Name	Printed Name		
	Printed Title		

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