

COUNTY OF CAMERON



EMPLOYMENT OPPORTUNITY PLEASE POST

DATE: January 9, 2012

DEADLINE: Open Until Filled

POSITION: ADMINISTRATIVE SERVICES DIRECTOR

JOB LOCATION: Cameron County Human Resources Department
(Dancy Building Brownsville, TX)

SALARY: Negotiable

QUALIFICATIONS: Bachelor's Degree in Business, Public Administration or closely related field, and at least five to seven years of Human Resources management experience in county government or closely related field or any equivalent combination of education and experience. Comprehensive knowledge of Federal and state laws pertaining to personnel administration; knowledge of workers compensation statutes, civil service rules, employment laws and knowledge of local government operations. Skills in supervising professional, technical and clerical employees; skill in communicating effectively, both verbally and in writing and an ability to deliver complex information to Commissioners Court, County employees, Department Heads, Elected/Appointed Officials and the general public. Prepare management information and communicate actions taken by the Commissioners Court and/or County Administrator. This position requires a valid Texas Drivers License.

**DESCRIPTION/
DUTIES** Directs and manages the daily activities of the Human Resources Department. Participates in the development and administration of County government policies and develops long range goals and objectives. Confers with County Administrator and/or the Commissioners Court to review policy goals and objectives, review achievements, and discuss changes in goals or objectives. Plans, organizes and executes compliance programs. Responsible for Personnel Policies/Civil Service System Rules and directs county-wide Accident Prevention Programs and Risk Management. Implement, interpret and present Human Resources/Civil Service and Safety policies. Supervises and trains personnel staff to assist County employees with health plan, retirement, workers compensation, fair labor standards and all other HR/Civil Service issues or questions. Liaison for health plan administration, unemployment benefits, retirement, workers compensation, accidental death-dismemberment coverage and liability. At the discretion of the County Administrator, may be assigned other county governmental management duties to ensure an efficient operation. This is not a Civil Service position.

BENEFITS: Cameron County Offers Excellent Fringe Benefits, Including: Health Life Insurance Protection, Sick and Annual Leave, a Retirement System and Paid Holidays.

HOW TO APPLY: Cameron County
Human Resources/Civil Service/Safety Risk Department
1100 East Monroe Suite 118
Brownsville, Texas 78520

AA/EQUAL OPPORTUNITY/MFD EMPLOYER