



**COMMISSIONERS COURT  
COMMUNICATION**

AGENDA DATE : August 5, 2013

CONSENT OR REGULAR: Regular

CONTRACT REFERENCE NO  
(IF APPLICABLE): \_\_\_\_\_

**SUBJECT:** Approve and authorize the reorganization of 6 positions listed in the backup to create an office of administration to be known as Commissioners Court Administration. Further, approve the recommendation from the Human Resources Department to regrade the Chief Administrator (E-28) position to a County Administrator (E-38) position.

**FISCAL IMPACT:**

The total annual impact to the O&M budget for this reorganization and regrade (including salary, insurance and benefits) is \$30,140.

**PRIOR COMMISSIONERS COURT ACTION (IF ANY):**

Previously reorganizations in El Paso County included the following:

- **Human Resource—2009:** 6 positions were moved from Sheriff and JPD into the HR Department.
- **County Attorney—2009:** 3 positions were moved from Sheriff to County Attorney into the CA Department.
- **Information Technology—2007:** 12 positions were moved from Tax, District Clerk, County Attorney, District Attorney, Sheriff and Communications into the ITD Department.

**RECOMMENDATION:**

Approve and authorize the reorganization of the six positions listed in the backup to create an office of administration to be known as Commissioners Court Administration. Approve the regrade of the Chief Administrator (E-28) position to a County Administrator (E-38) position.

**COUNTY ATTORNEY APPROVAL**

NA

COUNTY ATTORNEY:

LEGAL REVIEW:

LEGAL REVIEW NOTES (If Applicable):

SUBMITTED BY: County Judge Veronica Escobar

**Commissioners Court Administration**

<b>Title</b>	<b>Grade</b>	<b>Name</b>
Chief of Staff*	E-28	Ellen Smyth, temp
Contracts Administration Manager	P-18	Michael Martinez
Operations Analyst	P-15	Yvette Huerta
Grants Administrator	P-13	Letty Armendariz
Asst. Contracts Administrator	P-6	Claudia Duran
Administrative Assistant	G-16	Lorena Rodriguez
*County Administrator	E-38	Proposed Regrade

**EL PASO COUNTY  
JOB DESCRIPTION**



**COUNTY ADMINISTRATOR**  
**Commissioner's Court**

**Summary of Position**

Serves as the County Administrator in a large, metropolitan county under the direction of the Commissioners Court, a body of five elected officials. Leads, plans, directs and facilitates all matters pertaining to the effective administration of El Paso County government under the direction and authority of Commissioners Court.

**Organizational Relationships**

Reports to: Commissioners Court

Directs: Medical Examiner, Public Defender, Chief Technology Officer, Public Works Director, Director-Family and Community Services, , Human Resources Director, Mental Health Support Services Director, Executive Director Domestic Relations, , and any administrative staff assigned

Other: Has frequent contact with other county employees

**Essential Duties**

Accountable for oversight of El Paso County Government programs and projects as assigned and under the direction and authority of Commissioners Court and in support of El Paso County's Strategic Plan;

Supervises department employees, including assigning and reviewing work, training completing performance evaluations, and making recommendations on hiring, terminating, and disciplining personnel;

Oversees the development of training and development programs and activities, and other projects as assigned by Commissioners Court;

Provides for development and execution of strategic goals and objectives, performance management, and sound fiscal management with significant responsibility to proactively identify and resolve problems/issues to ensure ongoing County operations;

Ensures the proper administration of affairs of the County which Commissioners Court has delegated the authority to oversee;

*\*In accordance with the Americans with Disabilities Act (ADA), this job description does not take into account potential reasonable accommodations.*

Reviews current practices and methods and works closely with elected officials/department heads to initiate effective strategies, processes, and systems to reduce costs, encourage growth and improve efficiency of county government operations;

Coordinates the long-range strategic planning process to anticipate and provide solutions to the future needs of the county and its residents;

Evaluates departments and the performance of department heads and reports findings to the Commissioner Court;

Provides guidance and coordination to all County departments to ensure that County business is conducted in the most efficient and cost effective manner;

Recommends officers/personnel to be appointed by the Commissioners Court;

Serves as Commissioners Court representative or liaison on various committees;

Serves as liaison between El Paso County and other government entities, private sector groups, business/industry leaders and non-profit organizations;

Oversees the development of the county's legislative package to ensure the county's interests are presented at the state level, including monitoring of legislative actions, advising Commissioners of the status of the county's proposals, representing the County in Legislative proceedings, and working with the County's Lobbyists and legislative committee;

Serves as a liaison to the judicial branch of County government and conducts analysis, coordination, and planning on justice related issues;

Monitors the developments and posting of the Courts weekly agenda, tracks for Commissioners Court on pending issues and/or expected outcomes;

Participates in and works closely with the county Auditor's office on the annual budget process and implementation to ensure sound fiscal management of county funds and resources;

Ensures the development, communication, implementation and training of El Paso County's Emergency Operations Plan (EOP);

Authorizes the execution of the EOP, directing and ensuring adequate resources are provided to best protect residents, employees and property of the County's jurisdiction;

Commits self to providing excellent customer service and demonstrate commitment through cooperative team and individual efforts; and

Creates a high quality work culture through participation in and emphasis on training and mentoring to develop leadership, management, and technical skills in self and all employees, including safety related training and skills.

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### **Other Important Duties\***

Performs such other related duties as may be assigned.

As members of the County of El Paso Emergency Response System, all El Paso County employees are designated as Disaster Service Workers during a proclaimed emergency and may be required to train on emergency response and/or perform certain emergency services.

### **Minimum Requirements: Knowledge, Skills, and Abilities**

*Knowledge of:* the modern principles, practices and theory of public administration, including fiscal planning and control, administrative decision-making, policy development and research, organizational coordination and personnel management; County government organization and functions, and their relationship with the organization and functions of federal, state and municipal governments; the ability to interpret the laws, rules regulations and board policies governing the operation of County government; methods and computer equipment to include Windows and Microsoft based products; principles and practices of supervision, training and performance evaluation; English usage, grammar, punctuation and spelling. *Skill/Ability to:* correctly judge situations and determine appropriate actions to be taken; research, interpret and apply rules, regulations, policies and procedures and make recommendations for the resolution of problems; analyze data; present ideas effectively; communicate policies and procedures to department directors, employees and the general public; and obtain and maintain the confidence and cooperation of others; set priorities for own tasks as well as tasks of others; read and understand such items as technical materials, financial reports and legal documents; write proposals and reports (including financial) with proper format, and to verify the accuracy of information contained in reports; lead and motivate subordinates; complete projects on time and within budget; and establish and maintain cooperative and effective relationships with those contacted during the course of work.

Each and every county position requires the following professional skills and abilities as key and necessary elements of performance:

- Demonstrate regular and reliable attendance;
- Work well with others and participate fully in a team oriented environment;
- Interface with other employees and customers in a courteous and respectful manner;
- Maintain strict confidentiality;
- Project positive support of their department and all county organizations at all times; and,
- Maintain and enhance the County's commitment to customer service excellence

### **Acceptable Experience and Education**

Bachelor's Degree in business, public administration or in a closely related field of study. Ten (10) years experience in public or business administration, four (4) years of which much have been at an executive level;

Or any equivalent combination of experience and training which provides the required knowledge, skills, and abilities.

### **Certificates and Licenses Required**

Must have or obtain by date of hire Texas driver's license applicable to job responsibilities, with a driving record acceptable to the County of El Paso

### **Physical Demands**

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**Job Title: County Administrator Job Code: Pay Grade: FLSA Status: Exempt**

Must be able to work with arms bent or extended away from body or overhead and be able to push/pull with arms as needed. Must be able to lift and carry items such as paperwork and files. Must be able to crouch and kneel as necessary. Must be able to use hands and fingers in order to grasp/manipulate various equipment and materials needed to perform essential duties. Must be able to coordinate use of hands and eyes in operation of equipment, such as computer and calculator.

### **Work Environment**

Essential duties are primarily performed indoors in a temperature-controlled environment. Primary work surface is even, dry, carpeted, or tiled floor. Works alone primarily; Works with a group at times, and with a select team at times.

**The above is intended to describe the general nature and level of work being performed by this position. The statements are not intended to be an exhaustive list of all responsibilities and duties required of personnel so classified.**

### **Job Location** (Place(s) where work is performed)

Various locations through the County

### **Equipment** (Machines, tools, etc., used in job performance)

- Computer
- Various office equipment
- Various software applications
- Other equipment related to job performance

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**THE COUNTY OF EL PASO, TEXAS  
PHYSICAL REQUIREMENTS AND CONDITIONS**

<u>Physical Requirement</u>	<u>Degree</u>
Hearing Acuity:	low/ <u>average</u> /sharp
Visual Acuity:	rough/ <u>average</u> /precision
Visual Color Acuity	low/ <u>average</u> /high
Manual Dexterity:	<u>To accomplish duties as stated in job description</u>
Operate Moving Equipment:	<u>no/yes</u>
Operate Vehicles:	<u>Uses county vehicle or own vehicle for business travel</u>
Environment:	<u>office/field</u>
Extremes:	low/ <u>average</u> /high
Noise:	low/ <u>average</u> /high
Chemicals:	<u>low</u> /average/high
Confined Space:	<u>low</u> /average/high
Heights:	<u>low</u> /average/high
Uneven Terrain:	<u>low</u> /average/high
Other Special Physical Requirements:	<u>Ability to communicate orally and in written form</u>

The minimum physical qualifications for the above job are listed below. This information shall be used to establish a minimum standard of the evaluation of applicants for positions in the job classification and in reviewing the capabilities and physical restriction of employees returning from Industrial and Illness Leaves of Absence.

In an 8-hour workday an employee can be expected to:

(Note: Rare = 1-10% Occ.=11-33% Freq.=34-66% Cont.=67-100%)

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On the Job You:	Never	Rare	Occ.	Freq.	Cont.
Bend/Stoop		X			
Squat		X			
Crawl		X			
Climb		X			
Reach above shoulder level			X		
Crouch		X			
Kneel		X			
Sit				X	
Push/Pull			X		

Weight limitations: Indicate frequency (Never, Occ. Freq., Cont.)

Active/lbs	0-10	11-24	25-34	35-50	51-74	75 -100	>100
Lifting	OCC.	OCC.	OCC.	NEVER	NEVER	NEVER	NEVER
Carrying	OCC.	OCC.	OCC.	OCC.	NEVER	NEVER	NEVER
Push/Pull	OCC.	OCC.	OCC.	OCC.	NEVER	NEVER	NEVER

**Approved:**

\_\_\_\_\_ Date  
Elected Official/Department Head

\_\_\_\_\_ Date  
Human Resources Director

**History:**

\_\_\_\_\_, \_\_\_\_\_  
Received by: Print Name                      Signature                      Date

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**Job Title:** County Administrator **Job Code:** **Pay Grade:** **FLSA Status:** Exempt

Department

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