

**INTEGRATED
PERSONNEL CLASSIFICATION,
PAY PLAN AND
JOB DESCRIPTIONS**

**Adopted: December 12, 1996
Revised: August 28, 1997
Revised: September 24, 1998
Revised: July 29, 1999
Revised: July 27, 2000
Revised: July 26, 2001
Revised: July 25, 2002
Revised: July 24, 2003
Revised: July 29, 2004
Revised: July 28, 2005
Revised: July 27, 2006
Revised: July 26, 2007
Revised: July 31, 2008
Revised: July 23, 2009**

**STATEMENT OF PURPOSE OF THE
PERSONNEL CLASSIFICATION, PAY PLAN
AND JOB DESCRIPTIONS**

PURPOSE:

The purpose of this document is to organize certain personnel matters in such a manner to allow personnel decisions to be made in an orderly and fair fashion for all employees of the Panhandle Regional Planning Commission (PRPC).

Specific objectives of the personnel classification, pay plan and job descriptions are to:

- ◆ Comply with Chapter 391, Local Government Code regarding the required adoption of a classification/salary schedule by the PRPC (Sec. 391.0117);
- ◆ Properly describe the duties, responsibilities, and necessary qualifications for positions of PRPC;
- ◆ Assist employees and job applicants to understand each job and the relationships among jobs;
- ◆ Group similar positions that can be described by the same job title and assign these to pay groups with other positions that should be paid approximately the same;
- ◆ Provide an organized system of pay groups and steps to be used to (1) assure equal pay for equal work and (2) reward employees for exceptional performance with merit pay increases;
- ◆ Identify “career ladders” through which employees can advance to increasingly more responsible positions; and
- ◆ Establish procedures for administering and updating the plan.

PROCEDURES FOR CLASSIFICATION AND PAY PLAN ADMINISTRATION

INTRODUCTION:

These procedures for classification and pay plan administration apply to all employees of the Panhandle Regional Planning Commission (PRPC). They are intended to provide an orderly and fair system of compensating employees for their services.

DEFINITIONS:

For the purposes of classification and pay plan administration, definitions are as follows:

A position is an organizational slot (or job) consisting of a group of duties or responsibilities requiring the full-time or part-time employment of one person.

A class is a group of positions having similar duties and responsibilities and which can be described by one job title (e.g., clerk).

A job description (sometimes called class description) is a written description of the duties, responsibilities, reporting relationships, and requirements for one class of positions.

A classification plan is an organized inventory of positions arranged in groupings under broad types of governmental activity and by level of difficulty of each class. It includes (1) the grouped listing of jobs by title, and (2) the procedures for administering the plan.

A reclassification of a position is a reassignment of a position to a lower, higher, or different class based on an evaluation of the current duties and responsibilities of the position. Such changes are made necessary by reorganization of departments, assignment of new duties to certain classes of employees, or changes in work procedures or technology.

A pay plan is a document that assigns dollar values to each job class, groups classes into pay groups, arrays pay groups on a pay schedule showing salary and wage steps and ranges for each group, and sets forth procedures for administering the pay schedule.

A pay group is a particular salary range within the pay plan to which a position is assigned.

The EEOC Occupation Category assigns each position to one of eight (officials and administrators, professionals, technicians, protective service workers, paraprofessionals, office and clerical, skilled craft workers and service-maintenance workers) categories used by the U.S. Equal Employment Opportunity Commission for reporting purposes. (Appendix A)

The FLSA designation assigns each position as described in each job description as either subject to (non-exempt from) or not subject to (exempt from) the wage and hour provisions of the Fair Labor Standards Act. (Appendix B)

Performance planning is the process by which the supervisor and employee together set goals and objectives for (1) achieving an employee's assigned organizational tasks and (2) meeting personal development goals.

Performance evaluation is a formal way of measuring past performance over a given period of time against the goals and objectives established during the performance planning process.

A general classified position is an authorized and budgeted position which is assigned to a job class and to a pay group of the pay plan. A general classified position can be full time or part time, or temporary.

An exempt classified position is an authorized and budgeted position for which the pay is set by individual determination within the authorized annual exempt position salary range. Exempt classified positions of PRPC are the Executive Director and any other hourly, part time, or temporary positions, which, in the judgment of the Executive Director, are determined inappropriate for placement in a general classified position.

CLASSIFICATION AND PAY PLAN ADMINISTRATION:

Division of responsibility. Primary responsibility for maintenance of the classification and pay plan rests with the Board of Directors and the Executive Director.

Responsibilities are generally divided as follows:

PRPC Board of Directors:

1. Decide on total salary and wage expenditures in conjunction with annual PRPC budget adoption process;
2. Annually review and adopt classification and pay plan;

3. Annually evaluate the performance of the Executive Director and establish the salary for this exempt classified position;
4. From time to time consider and act on any variations from or changes in the classification or pay plan as may be recommended by the Executive Director.

Executive Director

1. Maintain and make available to employees copies of the classification and pay plan;
2. Conduct in conjunction with other supervisors, performance planning and evaluations with all employees;
3. Approve all hirings, merit increases, promotions, demotions, transfers, and exemptions;
4. Approve any changes in job descriptions;
5. Approve any interim changes in the classification of a position or allocation of a job class to a pay group;
6. Review the classification and pay plan and make recommendations to the Board of Directors.

Hiring. New employees normally are hired on Step 1, 2, or 3 of the pay group to which their position is assigned. Within the general guidelines of the pay plan and the budget, the Executive Director is authorized to place a new employee on a step higher than Step 3 of the assigned pay group or in an exempt position when such placement is reflective of unusually high qualifications or exceptionally good experience.

Probationary Hiring in a Lower Pay Group. A new employee, or existing employee being considered for promotion, whose qualification or experience for the position sought are marginal, may be placed at a step on the pay plan below Step 1 of the pay group for the position. An employee hired below Step 1 will be advanced to Step 1 after a period of probationary employment not to exceed six (6) months. At or before the end of six months, the employee normally will have proven his or her ability to do the job and accordingly shall be moved to Step 1 of the proper pay group. If the employee does not achieve Step 1 before the end of the six-month period, a decision will be made by the Executive Director to (1) terminate the employee; (2) reclassify the position to a class in a lower pay group; or (3) extend the probationary period for a specific period of time, not to exceed 90 days.

Merit Increases. After six months of employment, an employee is eligible for merit increases in pay based upon performance. A merit increase is an advancement to a higher step in the same pay group and is granted to recognize exceptionally good performance in the same position. Merit increases are granted on the recommendation of an employee's supervisor and the approval of the Executive Director. They are not used to recognize increased duties and responsibilities (a promotion) and should be granted without regard to cost-of-living factors or longevity. Merit increases recognize outstanding performance and thus should be granted in conjunction with a performance evaluation of the employee. At least twelve months must have elapsed since the employee's last promotion, demotion or previous merit increase in order to be eligible for a merit increase.

Promotion. A promotion is a change in the duty assignment of an employee from a position in one classification to a higher position in another classification in a higher pay group. A promotion recognizes advancement to a higher position requiring higher qualifications and involving greater responsibility. Promotions are granted on the recommendation of the employee's supervisor and approval of the Executive Director.

Demotion. A demotion is a change in the duty assignment of an employee from a position in one classification to a position in another classification in a lower pay group. An employee who is demoted will have his or her pay reduced at least to a rate one step below the rate received before demotion. Demotions are made on the recommendation of the employee's supervisor and approval of the Executive Director.

Pay Reductions for Disciplinary Reasons. With the approval of the Executive Director, an employee's pay for continued performance in the same position can be reduced as a disciplinary measure to a lower step in the pay group for the position or in the next lower pay group. Restoration of the employee to his or her prior rate is upon recommendation of the employee's supervisor and approval of the Executive Director.

Reclassification of Positions: A reclassification is a reassignment of a position (not an employee) to a lower, higher, or different pay group based on current duties and responsibilities of the position. Within overall approved budget limitations, the Executive Director is authorized to make interim reclassifications when such changes in the classification plan are made necessary by internal reorganizations, assignment of new duties to certain positions, or changes in work procedures or technology.

Reallocation of Classes to Pay Groups. Reallocation is the reassignment of an entire class of positions to a new pay group. Within overall approved budget limitations, the Executive Director is authorized to make interim reallocations when changes in the labor market render the pay schedule for an entire class of employees obsolete. Reallocation can be to either a lower or a higher pay group.

Reduction in Force. An employee may be separated when his position is discontinued or abolished because of a change in duties, reorganization, lack of work or lack of funds. When reductions in force are necessary, decisions on individual separations will be made after considering (1) the relative necessity of each position to the organization, (2) the performance record of each employee, (3) transferability of the employee's skills to remaining positions within the PRPC, and (4) the employee's length of service with the PRPC. Action regarding reductions in force must be approved by the Executive Director.

Salary Limited to Maximum Step Rate. No salary adjustment authorized by this document shall result in an employee receiving an annual salary rate in excess of the maximum rate of the pay group to which his position is classified.

Temporary Assignment. To facilitate the work of the PRPC, any classified employee may, during emergencies or other special circumstances, be temporarily assigned to other duties for periods not to exceed six months. During the temporary assignment, the employee may receive the appropriate rate of pay if the temporary assignment is in a class in a pay group with a higher minimum salary rate. Temporary assignment must be authorized by the Executive Director.

Regular Part-time Employee. In computing the salaries of regular part-time employees, the rates of pay shall be proportional to the rate authorized for full-time employees whose positions are classified in the same pay group. Part-time employees are subject to all appropriate provisions of this classification and Pay Plan document.

Salary Supplementation. No employee holding either a general classified or exempt classified position as set forth in this Classification and Pay Plan document may receive a salary supplement from any source unless a specific grant of authorizing is provided by general law.

CLASSIFICATION PLAN INVENTORY OF POSITIONS

POSITION TITLE BY FUNCTIONAL AREA	CLASS NO.	FLSA DESIGNATION	EEOC OCCUPATIONAL CATEGORY	PAY GROUP
EXECUTIVE AND ADMINISTRATIVE:				
Executive Director	101	Exempt	Official and Administrator	Exempt
Information Technology Manager	103	Exempt	Professional	10/11
Executive Assistant	105	Exempt	Professional	8/9
Administrative Program Specialist	107	Exempt	Professional	6/7
Receptionist	109	Non-Exempt	Office and Clerical	1/2
FINANCE:				
Finance Director	201	Exempt	Official and Administrator	13/14
Computer/Personnel Manager	203	Exempt	Professional	10/11
Accounting Manager	205	Exempt	Professional	10/11
Accountant II	207	Exempt	Professional	8/9
Accountant	209	Exempt	Professional	6/7
Human Resources/Accounting Systems Administrative Assistant	211	Non-Exempt	Office and Clerical	5/6
Accounts Payable Administrative Assistant	213	Non-Exempt	Office and Clerical	5/6
Payroll Administrative Aide	215	Non-Exempt	Office and Clerical	3/4
Finance Clerk	217	Non-Exempt	Office and Clerical	1/2
REGIONAL SERVICES:				
Regional Services Director/Assistant to the Executive Director	301	Exempt	Official and Administrator	13/14
Regional Services Assistant Director	303	Exempt	Professional	10/11
Regional Emergency Communications Program Manager	305	Exempt	Professional	10/11
Regional Services Program Specialist	307	Exempt	Professional	6/7
Regional Emergency Communications Program Specialist	309	Exempt	Professional	6/7
Criminal Justice Program Specialist	311	Exempt	Professional	6/7

CLASSIFICATION PLAN INVENTORY OF POSITIONS

POSITION TITLE BY FUNCTIONAL AREA	CLASS NO.	FLSA DESIGNATION	EEOC OCCUPATIONAL CATEGORY	PAY GROUP
LOCAL GOVERNMENT SERVICES:				
Local Government Services Director/Assistant to the Executive Director	401	Exempt	Official and Administrator	13/14
Regional Water Planning Coordinator	403	Exempt	Professional	8/9
Local Government Services Coordinator	405	Exempt	Professional	8/9
Local Government Services Program Coordinator (Transportation Planning & City Management Services)	407	Exempt	Professional	8/9
Local Government Services Program Specialist	409	Exempt	Professional	6/7
REGIONAL 9-1-1 NETWORK:				
Regional 9-1-1 Network Director	501	Exempt	Official and Administrator	13/14
Regional 9-1-1 Network Operations Coordinator	503	Exempt	Professional	8/9
Regional 9-1-1 Network Geographic Information Systems Program Specialist	505	Exempt	Professional	6/7
Regional 9-1-1 Network Program Specialist	507	Exempt	Professional	6/7
Regional 9-1-1 Network Program Aide	509	Non-Exempt	Office and Clerical	3/4
Regional 9-1-1 Network Database Program Aide	511	Non-Exempt	Office and Clerical	3/4
AREA AGENCY ON AGING:				
Area Agency on Aging Director	601	Exempt	Official and Administrator	13/14
Area Agency on Aging Care Coordinator	603	Exempt	Professional	8/9
Area Agency on Aging Operations Coordinator	605	Exempt	Professional	8/9
Area Agency on Aging Volunteer and Public Education Program Specialist	607	Exempt	Professional	6/7
Nursing Home Ombudsman	609	Exempt	Professional	6/7
Area Agency on Aging Program Specialist (Benefits Counselor)	611	Exempt	Professional	6/7
Area Agency on Aging Program Specialist (Caregiver Specialist)	613	Exempt	Professional	6/7
Area Agency on Aging Program Support Aide	615	Non-Exempt	Office and Clerical	3/4
Area Agency on Aging Program Clerk	617	Non-Exempt	Office and Clerical	1/2



Job description is inactive for the purpose of the FY10 budget

CLASSIFICATION PLAN INVENTORY OF POSITIONS

POSITION TITLE BY FUNCTIONAL AREA	CLASS NO.	FLSA DESIGNATION	EEOC OCCUPATIONAL CATEGORY	PAY GROUP
WORKFORCE DEVELOPMENT:				
Workforce Development Director	701	Exempt	Official and Administrator	13/14
Workforce Development Assistant Director/Budget, Contracts and Monitoring Manager	703	Exempt	Professional	11/12
Workforce Development Planning, Information and Evaluation Manager	705	Exempt	Professional	10/11
Workforce Development Facilities, Training and Support Coordinator	707	Exempt	Professional	8/9
Workforce Development Program Specialist (Monitoring)	709	Exempt	Professional	6/7
Workforce Development Program Specialist (Monitoring/Fiscal)	711	Exempt	Professional	6/7
Workforce Development Contract Services Administrative Assistant	713	Non-Exempt	Office and Clerical	5/6
Workforce Development Program Aide (Contract Services)	715	Non-Exempt	Office and Clerical	3/4
ECONOMIC DEVELOPMENT:				
Economic Development Director	801	Exempt	Official and Administrator	13/14
Contract Procurement Center Coordinator	803	Exempt	Professional	8/9
Economic Development Program Specialist	805	Exempt	Professional	6/7
Economic Development Clerk	807	Non-Exempt	Office and Clerical	1/2
Economic Development Graduate Assistant	809	Non-Exempt	Professional	1/2
DISPUTE RESOLUTION CENTER:				
Dispute Resolution Center Director	901	Exempt	Official and Administrator	13/14



Job description is inactive for the purpose of the FY10 budget

LISTING OF POSITIONS BY PAY GROUP(S)

GROUP 1/2:

Receptionist

Finance Clerk *

Area Agency on Aging Program Clerk *

Economic Development Clerk

Economic Development Graduate Assistant *

GROUP 3/4:

Payroll Administrative Aide *

Regional 9-1-1 Network Program Aide *

Regional 9-1-1 Network Database Program Aide *

Area Agency on Aging Program Support Aide

Workforce Development Program Aide (Contract Services)

GROUP 5/6:

Human Resources/Accounting Systems Administrative Assistant

Accounts Payable Administrative Assistant

Workforce Development Contract Services Administrative Assistant

GROUP 6/7

Administrative Program Specialist

Accountant*

Regional Services Program Specialist

Regional Emergency Communications Program Specialist

Criminal Justice Program Specialist *

Local Government Services Program Specialist

Regional 9-1-1 Network Geographic Information Systems Program Specialist

Regional 9-1-1 Network Program Specialist

Area Agency on Aging Volunteer and Public Education Program Specialist

Nursing Home Ombudsman

Area Agency on Aging Program Specialist (Benefits Counselor)

Area Agency on Aging Program Specialist (Caregiver Specialist)

Workforce Development Program Specialist (Monitoring)

Workforce Development Program Specialist (Monitoring/Fiscal)

Economic Development Program Specialist

** Job Description is inactive for the purpose of the FY10 budget*

LISTING OF POSITIONS BY PAY GROUP(S)

(continued)

GROUP 8/9:

Executive Assistant

Accountant II

Regional Water Planning Coordinator*

Local Government Services Program Coordinator

Local Government Services Program Coordinator (Transportation Planning & City Management Services)

Regional 9-1-1 Network Operations Coordinator

Area Agency on Aging Care Coordinator

Area Agency on Aging Operations Coordinator

Workforce Development Facilities, Training and Support Coordinator

Contract Procurement Center Coordinator

GROUP 10/11:

Information Technology Manager

Computer/Personnel Manager *

Accounting Manager

Regional Services Assistant Director

Regional Emergency Communications Program Manager

Workforce Development Planning, Information and Evaluation Manager

GROUP 11/12:

Workforce Development Assistant Director/Budget, Contracts and Monitoring Manager

GROUP 13/14:

Finance Director

Regional Services Director/Assistant to the Executive Director

Local Government Services Director/Assistant to the Executive Director

Regional 9-1-1 Network Director

Area Agency on Aging Director

Workforce Development Director

Economic Development Director

Dispute Resolution Center Director

EXEMPT:

Executive Director

* *Job Description is inactive for the purpose of the FY10 budget*

PANHANDLE REGIONAL PLANNING COMMISSION
ANNUAL SALARY TABLE – GENERAL CLASSIFIED POSITIONS
FISCAL YEAR ENDING SEPTEMBER 30, 2010

	STEP #1	STEP #2	STEP #3	STEP #4	STEP #5	STEP #6	STEP #7	STEP #8	STEP #9	STEP #10	STEP #11	STEP #12
GROUP 1	19,576	20,065	20,567	21,081	21,608	22,148	22,702	23,270	23,852	24,448	25,059	25,685
GROUP 2	21,534	22,072	22,624	23,190	23,770	24,364	24,973	25,597	26,237	26,893	27,565	28,254
GROUP 3	23,686	24,278	24,885	25,507	26,145	26,799	27,469	28,156	28,860	29,582	30,322	31,080
GROUP 4	26,055	26,706	27,374	28,058	28,759	29,478	30,215	30,970	31,744	32,538	33,351	34,185
GROUP 5	28,661	29,378	30,112	30,865	31,637	32,428	33,239	34,070	34,922	35,795	36,690	37,607
GROUP 6	31,528	32,316	33,124	33,952	34,801	35,671	36,563	37,477	38,414	39,374	40,358	41,367
GROUP 7	34,680	35,547	36,436	37,347	38,281	39,238	40,219	41,224	42,255	43,311	44,394	45,504
GROUP 8	38,149	39,103	40,081	41,083	42,110	43,163	44,242	45,348	46,482	47,644	48,835	50,056
GROUP 9	41,961	43,010	44,085	45,187	46,317	47,475	48,662	49,879	51,126	52,404	53,714	55,057
GROUP 10	46,158	47,312	48,495	49,707	50,950	52,224	53,530	54,868	56,240	57,646	59,087	60,564
GROUP 11	50,774	52,043	53,344	54,678	56,045	57,446	58,882	60,354	61,863	63,410	64,995	66,620
GROUP 12	55,850	57,246	58,677	60,144	61,648	63,189	64,769	66,388	68,048	69,749	71,493	73,280
GROUP 13	61,436	62,972	64,546	66,160	67,814	69,509	71,247	73,028	74,854	76,725	78,643	80,609
GROUP 14	67,579	69,268	71,000	72,775	74,594	76,459	78,370	80,329	82,337	84,395	86,505	88,668

PANHANDLE REGIONAL PLANNING COMMISSION
ANNUAL SALARY TABLE – EXEMPT CLASSIFIED POSITIONS
FISCAL YEAR ENDING SEPTEMBER 30, 2010

Position	Minimum Salary	Maximum Salary
Executive Director *	\$81,480	\$125,880

*The annual salary of the current PRPC Executive Director as of July 31, 2009 is \$115,902.00

EXPLANATION OF SECTION HEADINGS WITHIN EACH JOB DESCRIPTION

Job Description. Title assigned to position, some position titles (i.e., clerk) can be used in various departments.

Class No. Number assigned to each position according to the program area in which that position first appears (as reflected in the Inventory of Positions). Gaps in the numbering system are for adding future job titles which would logically be placed between existing job titles.

Pay Group. The group number is for a pay group on the pay schedule to which this position is assigned.

EEOC Category. The occupational category used by the U.S. Equal Employment opportunity Commission for required reports from local governments. (See definitions of each occupational category - - Appendix A).

FLSA: Exempt or Non-exempt: Establishes whether the position is subject to (non-exempt from) or not subject to (exempt from) the wage and hour provisions of the Fair Labor Standards Act. (See guidelines on exempt positions - - Appendix B).

Summary of Position. A brief general statement of the duties involved in performing the job. This section is useful in posting notices of job vacancies.

Organizational Relationships. Clearly defines to whom a person in this position reports for supervision and lists job titles of any employees supervised by a person holding this position. In addition, the "Other" sections explain relationships or contacts with individuals, groups, organizations, and associations outside this organization's work force.

Examples of Work. Representative examples of the kinds of tasks involved in performing the job. This does not include a listing of every task which might be expected; therefore, the last example is always "Performs such other duties as may be assigned."

Required Knowledge, Skills, and Abilities. Lists the kinds of technical, practical, general, or specific knowledge, skills, and abilities which are considered necessary to be able to perform the duties and responsibilities of each job in a satisfactory manner. This section is important to include in posting notices of job vacancies, to be scrutinized carefully in reviewing applications and interviewing applicants, and to be reviewed during employee performance planning and evaluation to determine whether an employee requires additional development in a particular area.

Acceptable Experience and Training. A statement of the minimum level of work experience and formal educational training required to perform the job in a satisfactory manner. This section begins with the most formal educational training necessary and then states the requirements of combinations of experience and education, each of which is considered equivalent, to produce the required knowledge, skills, and abilities to perform the job.

Certificates and Licenses Required. Lists any specific certificates or licenses which are required to be held by an applicant to be considered for the particular job. If the job requires frequent travel, a valid Texas driver's license or available alternate means of transportation would be necessary. If the position involves handling public funds, the candidate must be bondable. Certain other positions require special certificates by state or federal agencies.

JOB DESCRIPTIONS

(In Class Number Order)

EXECUTIVE AND ADMINISTRATIVE

Job Description: EXECUTIVE DIRECTOR

CLASS NO.: 101

EEOC CATEGORY: Official and Administrator

PAY GROUP: Exempt

FLSA: Exempt

SUMMARY OF POSITION

The Executive Director is the chief administrative officer of the Panhandle Regional Planning Commission, performing highly responsible leadership and managerial work in planning, organizing, and directing the operations of the organization. Duties include advising on policy matters; representing the organization; administering policies established by the Board of Directors; developing and administering procedures; and coordinating and directing all programs, financing, and intergovernmental relationships.

ORGANIZATIONAL RELATIONSHIPS

1. **Reports to:** Board of Directors.
2. **Directs:** Department and program directors and has overall responsibility for Planning Commission staff.
3. **Other:** Works closely with representatives of all local government members; has frequent contact with other local elected officials, state and federal government officials, representatives of community and statewide organizations and groups, and the media.

EXAMPLES OF WORK

Essential Duties*

Keeps Board of Directors informed on progress in all program areas and on any other pertinent matters relating to organizational operations;

Encourages and takes positive steps to assure participation in Planning Commission activities by the membership;

Prepares materials for and assists with meetings of the membership and the Board of Directors;

Prepares and/or presents proposed annual budget to the Board of Directors for review, and recommendation and submission to the membership;

Develops plans for the financial and program aspects of the Planning Commission, as well as for the professional and educational development of the staff;

Supervises programs and administrative functions of the Planning Commission and provides general leadership and direction;

* for the purpose of compliance with the Americans with Disabilities Act (ADA)
This job description does not take into account potential reasonable accommodations.

Monitors state and federal programs and financial assistance activities to keep the Planning Commission abreast of current problems and opportunities in the area;

Signs checks as the responsible signatory authority;

Directs the review process of grant applications submitted to the Planning Commission for review and comment;

Makes oral and/or written presentations to the Planning Commission's Board of Directors;

Represents the Planning Commission in negotiations with funding agencies at the state and federal levels, with area officials and private firms, and before the general public;

Attends seminars and workshops as needed and approved;

Represents the Planning Commission at the local, state, and national level as needed; and

Makes final decision on appointment and removal of employees and recommends employment of consultants to Board of Directors as needed.

Other Important Duties*

May review and edit publications; and

Performs such other related duties as may be assigned.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of: public sector leadership; general management principles; laws, rules, regulations, and guidelines on a variety of programs; and budgeting and multi-funded financing procedures and operations.

Skill/Ability to: establish and maintain effective working relationships with officials in local, state, and federal government, and in the private sector; interpret and communicate rules, regulations, and guidelines prepared by state and federal agencies in a variety of programs; select, develop, organize, motivate, and effectively use staff; demonstrate proficiency in both oral and written communication; and work independently and creatively.

ACCEPTABLE EXPERIENCE AND TRAINING

Master's degree in business or public administration, social science, regional planning or a related field with significant emphasis on planning, quantitative analysis and research, plus at least four years of progressively responsible experience in public administration, including managerial, supervisory, planning and intergovernmental relations experience;

or bachelor's degree in business or public administration, social science, regional planning or a related field with significant emphasis on planning, quantitative analysis and research, plus at least six years of progressively responsible experience in public administration, including managerial, supervisory, planning and intergovernmental relations experience;

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This job description does not take into account potential reasonable accommodations.

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

CERTIFICATES AND LICENSES REQUIRED

Appropriate Texas driver's license or available alternate means of transportation.

Job Description: INFORMATION TECHNOLOGY MANAGER

CLASS NO.: 103

EEOC CATEGORY: Professional

PAY GROUP 10/11

FLSA: Exempt

SUMMARY OF POSITION

Performs advanced work in planning and coordinating all computer system hardware and software requirements for all PRPC departments and secondary sites. Duties include network design and installation, policy development, training, monitoring, and analysis of existing hardware and software, and evaluation of potential network enhancements. May train or supervise network personnel. Works under limited direction with extensive latitude for the use of initiative and independent judgment.

ORGANIZATIONAL RELATIONSHIPS

1. Reports to: Executive Director.
2. Directs: May supervise support personnel.
3. Other: Has contact with all Planning Commission employees.

EXAMPLES OF WORK

Essential Duties*

Sets policies and procedures for use of network facilities;

Maintains the local area network, cable and hub installations, inventories, and other related duties;

Maintains the network's physical and logical structures, including all network connections;

Maintains network support software;

Maintains the operating system and security software utilized on the network, including the addition of new users to the network and establishment of rights and privileges;

Directs performance tuning and capacity planning activities to enhance the performance of network resources;

Directs the performance of routine backup, recovery, and archival of files stored on the network;

Directs the evaluation of various hardware and software resources to identify strengths, weaknesses, and potential benefits to the agency;

Prepares and analyzes statistics on network utilization and availability;

Analyzes existing network and system procedures for efficiency and effectiveness;

Conducts product evaluations for new software and upgrades to existing software;

Identifies and secures enhancements to network facilities;

* for the purpose of compliance with the Americans with Disabilities Act (ADA)
This job description does not take into account potential reasonable accommodations.

Communicates with vendors, users, and management;

Provides user support and training in the use of available hardware, software, and utilities;

Prepares budget recommendations for network facilities;

Develops and maintains the Planning Commissions primary website and secondary program specific sites; and

Develops specialty software programs as needed.

Other Important Duties*

Performs such other related duties as may be assigned.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of: network facilities and data processing techniques, of personal computer hardware and software and network operating system and security software, and of performance monitoring and capacity management tools.

Skill/Ability to: analyze and evaluate problems and provide automated solutions, maintain effective working relationships with other Planning Commission employees, public officials and the public and demonstrate proficiency in both oral and written communication.

ACCEPTABLE EXPERIENCE AND TRAINING

Master's degree in computer science, or a related field, plus at least two years of progressively responsible experience in networking, database management and programming;

or bachelor's degree in computer science, or a related field, plus at least four years of progressively responsible experience in networking, database management and programming;

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

CERTIFICATES AND LICENSES REQUIRED

Appropriate Texas driver's license or available alternate means of transportation.

* for the purpose of compliance with the Americans with Disabilities Act (ADA)
This job description does not take into account potential reasonable accommodations.

Job Description: EXECUTIVE ASSISTANT

CLASS NO.: 105

EEOC CATEGORY: Professional

PAY GROUP: 8/9

FLSA: Exempt

SUMMARY OF POSITION

Provides advanced administrative work in support of the Board of Directors, the Executive Director and the major departments within the Planning Commission. Work involves developing, implementing, and evaluating administrative practices and procedures. Work also involves the oversight of special Planning Commission programmatic initiatives and the direct supervision of professional, technical and clerical workers. Works under limited direction with extensive latitude for the use of initiative and independent judgment.

ORGANIZATIONAL RELATIONSHIPS

1. **Reports to:** Executive Director.
2. **Directs:** Administrative Program Specialist; and Receptionist(s).
3. **Other:** Has contact with other Planning Commission employees, public officials, funding agencies and the general public.

EXAMPLES OF WORK

Essential Duties*

Provides administrative support to the Board of Directors;

Provides administrative and technical assistance to the Executive Director;

Provides appropriate information, rules, and regulations concerning the agency and general information pertaining to agency activities;

Plans, prepares, and oversees the preparation of periodic and special reports;

Plans and coordinates special and administrative assignments and programs;

Assists in developing agency policies and procedures;

Coordinates work with other governmental agencies and private organizations;

Oversees the operation of the Planning Commission's word processing services;

Oversees the operation of the Planning Commission's receptionist/telephone services;

Purchases or oversees the purchasing of supplies, equipment and services;

Assists Executive Director with general human resource management actions;

Coordinates the recommendations for changes to the job descriptions and Classification Pay Plan Document;

* for the purpose of compliance with the Americans with Disabilities Act (ADA)
This job description does not take into account potential reasonable accommodations.

Receives and reviews incoming communications, composes routine correspondence, initiates replies to incoming inquiries, and refers other inquiries to appropriate staff members;

Performs general administrative duties for the agency, including overseeing the filing system, maintaining records, scheduling of monthly committee meetings, preparing agendas for monthly meetings, maintaining agency mailing lists, and disseminating grant information;

Acts as Records Management Officer for the Planning Commission;

Plans and organizes the Annual General Membership Meeting;

Attends meetings and records minutes using tape recorder and/or shorthand;

Makes conference arrangements, such as travel and lodging for Executive Director and other personnel as needed;

Establishes and maintains filing system, including records of public meetings; and

Coordinates office building maintenance activities.

Other Important Duties*

Performs such other related duties as may be assigned.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of: organizational polices and procedures; and standard office practices and procedures.

Skill/Ability to: demonstrate proficiency in both oral and written communication; perform program and administrative operations; type accurately at a speed of at least 60 words per minute; prepare and maintain financial and other records and reports in a neat, systematic, and legible manner; operate standard office equipment, including typewriter, copier, fax, and other office machines; operate computer using standard word processing, spreadsheet, and database software packages; and establish and maintain effective working relationships with elected officials, other agency employees, and the general public.

ACCEPTABLE EXPERIENCE AND TRAINING

Bachelor's degree in business administration, public administration, office administration, or a related field, plus at least one year of executive administrative experience;

or associate's degree in business administration, public administration, office administration or a related field, plus at least two years of executive administrative experience;

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

CERTIFICATES AND LICENSES REQUIRED

Appropriate Texas driver's license or available alternate means of transportation.

* for the purpose of compliance with the Americans with Disabilities Act (ADA)
This job description does not take into account potential reasonable accommodations.

Job Description: ADMINISTRATIVE PROGRAM SPECIALIST

CLASS NO.: 107

EEOC CATEGORY: Professional

PAY GROUP: 6/7

FLSA: Exempt

SUMMARY OF POSITION

Provides complex word processing and administrative support and/or technical program assistance to all Planning Commission departments; maintains a database of all elected officials, advisory bodies and essential agencies needed by all departments; performs routine purchasing work; and assists in the daily operation of the Planning Commission. Work involves performance of high-level administrative operations of all Planning Commission programs. Exercises independent action when interpreting instructions and assumes responsibility for document accuracy and completeness. Works under general supervision with considerable latitude for the use of initiative and independent judgment.

ORGANIZATIONAL RELATIONSHIPS

1. **Reports to:** Executive Assistant.
2. **Directs:** This is a non-supervisory position.
3. **Other:** Has contact with all other Planning Commission employees and the general public

EXAMPLES OF WORK

Essential Duties*

Performs complex word-processing duties in the creation of correspondence, memoranda, minutes of meetings, agendas, contracts, statistical reports and other documents;

Maintains database of all elected officials, advisory bodies, Boards, interest groups and essential agencies needed by all divisions;

Creates and maintains computer and manual filing systems and files documents as necessary;

Diagnoses office equipment malfunctions and notifies vendors of needed support;

Utilizes specialized software packages;

Makes copies of documents and materials as needed and instructed;

Performs back-up receptionist duties;

Coordinates and/or provides staff support for special projects;

Coordinates and attends meetings, conferences and/or seminars as needed and instructed;

May take and transcribe minutes from Board or committee meetings;

Travels to suppliers and procures office supplies as needed;

* for the purpose of compliance with the Americans with Disabilities Act (ADA)
This job description does not take into account potential reasonable accommodations.

Travels to post office to pick up mail and post out-going mail daily;

May function as a liaison with committee members and/or other agencies;

Assists in maintaining and updating the Planning Commission Website;

Purchases items requiring knowledge of an unusual or complex nature;

Prepares and reviews specifications, working with Planning Commission staff and vendors to secure full technical description of items;

Prepares local and emergency purchases;

Requisitions and/or orders merchandise, supplies, and equipment needed for Planning Commission activity;

Reviews tabulations and analyses of bids to determine lowest and best bids; and

Advises Planning Commission staff on proper interpretation and application of purchasing policies and regulations.

Other Important Duties*

Performs such other related duties as may be assigned.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of: standard office practices and administrative procedures; spelling and punctuation; organizational policies and procedures; purchasing methods and procedures; and records storage, retention, and disposition laws and guidelines.

Skill/Ability to: understand and follow instructions; operate a variety of office machines and word processing equipment; prepare records, reports, and correspondence neatly and professionally; proofread material to ensure accuracy; maintain accurate records of the department's business; apply correct business English, spelling, and punctuation; maintain clerical records and files with precision and accuracy; organize data; communicate effectively with the public; type at a speed of at least 50 words per minute and operate a computer using standard word processing software; and establish and maintain effective working relationships with co-workers, elected officials, and the general public.

ACCEPTABLE EXPERIENCE AND TRAINING

Bachelor's degree in business administration, public administration, office administration, or a related field, plus at least one year of administrative and/or general office practices and procedures experience;

or associate's degree in business administration, public administration, office administration or a related field, plus at least two years of administrative and/or general office practices and procedures experience;

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

CERTIFICATES AND LICENSES REQUIRED

Appropriate Texas driver's license or available alternate means of transportation.

* for the purpose of compliance with the Americans with Disabilities Act (ADA)
This job description does not take into account potential reasonable accommodations.

Job Description: RECEPTIONIST

CLASS NO.: 109

EEOC CATEGORY: Office and Clerical

PAY GROUP: 1/2

FLSA: Non-Exempt

SUMMARY OF POSITION

Performs moderately complex reception and clerical services to the organization and performs routine secretarial work. Duties include receiving and directing a high volume of incoming calls; receiving visitors, and providing general information; opening, sorting, and distributing mail; typing a variety of documents; and providing secretarial assistance. Works under moderate supervision with limited latitude for the use of initiative and independent judgment.

ORGANIZATIONAL RELATIONSHIPS

1. **Reports to:** Executive Assistant.
2. **Directs:** This is a non-supervisory position.
3. **Other:** Has frequent contact with the general public, government agencies and organizations, and other Planning Commission personnel.

EXAMPLES OF WORK

Essential Duties*

Receives incoming telephone calls, determines nature of calls, answers questions, and/or transfers calls to appropriate individual or division, or takes message;

Use of personal computer to communicate with staff and maintain records of staff locations;

Greets visitors and directs them to the appropriate individual or division;

Reports communications systems malfunctions;

Opens, sorts, and distributes incoming correspondence and maintains log of all checks received;

Refers callers or visitors to services or resources at other agencies or organizations when appropriate;

Distributes applications to prospective employees and answers routine inquiries explaining procedures, rules and regulations;

Types letters, checks, correspondence, and other materials as directed;

Maintains current list of all staff and makes list available to staff members;

Monitors daily publications for information pertinent to the Planning Commission and clips articles from newspapers;

Participates in the procurement of office supplies;

Screens calls as directed;

* for the purpose of compliance with the Americans with Disabilities Act (ADA)
This job description does not take into account potential reasonable accommodations.

Assists with registration during meetings;

May use calculator or other business machines in order to verify the PRPC check amounts to accounts payable voucher amounts; mails and distributes checks;

Schedules all travel arrangements for all employees upon approval by the Executive Director; and

Arranges canceled checks in check number order and compares validated deposit slips and credit advances from the bank to cash receipt log book.

Other Important Duties*

May pick up and/or deliver mail to the post office; and

Performs such other related duties as may be assigned.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of: standard telephone and office practices and procedures; and business English, spelling, and punctuation.

Skill/Ability to: communicate pleasantly with the public and Planning Commission officers and employees; take clear and accurate messages; understand and follow instructions; operate a variety of office machines and word processing equipment; organize data; maintain clerical records and files with precision and accuracy; and establish and maintain effective working relationships with co-workers, government agencies and organizations, and the general public.

ACCEPTABLE EXPERIENCE AND TRAINING

High school graduation, or its equivalent, plus at least one year of relevant work experience;

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

CERTIFICATES AND LICENSES REQUIRED

None.

* for the purpose of compliance with the Americans with Disabilities Act (ADA)
This job description does not take into account potential reasonable accommodations.

FINANCE

Job Description: FINANCE DIRECTOR

CLASS NO.: 201

EEOC CATEGORY: Official and Administrator

PAY GROUP: 13/14

FLSA: Exempt

SUMMARY OF POSITION

The Finance Director is the Chief Financial Officer of the Panhandle Regional Planning Commission performing highly advanced financial, personnel and procurement. Develops and oversees implementation of systems necessary to maintain and direct fiscal, personnel, procurement and personal computer network activities. Works under minimal direction with extensive latitude for the use of initiative and independent judgment.

ORGANIZATIONAL RELATIONSHIPS

1. **Reports to:** Executive Director.
2. **Directs:** Departmental personnel.
3. **Other:** Has contact with Planning Commission employees; external auditors; federal, state, and local agencies and officials; and the general public.

EXAMPLES OF WORK

Essential Duties *

Directs departmental staff, including assigning and planning work, ensuring training, evaluating performance, and making recommendations on hiring, firing, and disciplining;

Develops and implements departmental budget, including monitoring and approving expenditures and preparing, negotiating, and administering grants and contracts for program compliance;

In directing fiscal activities, performs the following duties:

Develops, monitors, and reports on the Planning Commission's annual budget, contracts, and agreements;

Participates in Planning Commission's strategic planning activities;

Develops and maintains fiscal internal control procedures and accounting and financial management procedures;

Ensures accurate and timely reporting of financial results of operations, including preparing monthly and annual financial reports;

Maintains accurate chart of accounts and accounting records;

Ensures timely preparation of requisitions, requests for payment, and similar documents to the Planning Commission's funding agencies;

Ensures timely billing of grantor agencies and other receivables and timely reimbursement of subcontractors and payments to suppliers;

* for the purpose of compliance with the Americans with Disabilities Act (ADA)
This job description does not take into account potential reasonable accommodations.

Serves as a liaison between the Planning Commission and grantor agencies in financial matters;

Audits contracts, orders, and vouchers and prepares reports which substantiate individual transactions before their settlement;

Coordinates and assists external auditors with the Planning Commission's annual audit and assists state and federal agency personnel during financial monitoring visits; and

Supervises the preparation and maintenance of payroll records.

In directing personnel activities, performs the following duties:

Oversees personnel activities in the areas of recruiting, employee benefits, employee records, grievances, etc.;

Directs the Planning Commission's affirmative action program and serves as the Equal Employment Opportunity (EEO) Officer;

Administers the Planning Commission's personnel policies, including those related to selection, classification, compensation, and performance evaluation;

Ensures fiscal compliance with local, state, and federal regulations;

Administers employee retirement and insurance programs;

Ensures all official employee records are maintained; and

In directing procurement activities, performs the following duties:

Oversees the purchase of goods and services, including preparing bid specifications, requests for proposals, purchase orders, and contracts;

Reviews and approves purchase orders and contracts; and

Oversees inventories of property and equipment.

Other Important Duties*

Performs such other related duties as may be assigned.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of: generally accepted accounting principles; governmental accounting practices and procedures; budget development processes and procedures; local, state, and federal regulations applicable to grants administration and personnel management; personnel practices and procedures; and local government structure and intergovernmental relations in Texas.

* for the purpose of compliance with the Americans with Disabilities Act (ADA)

Skill/Ability to: maintain complete and accurate records; oversee and administer contracts efficiently and effectively; direct and motivate employees; apply correct business English, spelling, punctuation, and arithmetic; demonstrate proficiency in both oral and written communication; operate standard office equipment, including computer using standard word processing and spreadsheet software packages, typewriter, and copy and fax machine; establish and maintain effective working relationships with coworkers, other Planning Commission employees, outside auditors, federal, state, and local agencies and officials, and the general public;

ACCEPTABLE EXPERIENCE AND TRAINING

Master's degree in accounting, finance, or a related field, plus at least three years of progressively responsible experience in public accounting and administration;

or bachelor's degree in accounting, finance, or a related field, plus at least five years of progressively responsible experience in public accounting and administration;

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

CERTIFICATES AND LICENSES REQUIRED

Certified Public Accountant license preferred.

Job Description: COMPUTER/PERSONNEL MANAGER

CLASS NO. 203

EEOC CATEGORY: Professional

PAY GROUP: 10/11

FLSA: Exempt

SUMMARY OF POSITION

Performs advanced work in the design, development and maintenance of computer programs and procedures and human resource management work. Computer work involves coordinating programming projects, writing programs and providing technical assistance to staff. Personnel work involves participating in the administration of the human resource management program; and ensuring compliance with Equal Employment criteria, the Fair Labor Standards Act, the PRPC Personnel Classification and Pay Plan, and other state and federal laws and regulations. Works under general direction with considerable latitude for the use of initiative and independent judgment.

ORGANIZATIONAL RELATIONSHIPS

1. Reports to: Finance Director.
2. Directs: May oversee and supervise support personnel.
3. Other: Works directly with the Finance Director, accountants, and other Planning Commission employees.

EXAMPLES OF WORK

Essential Duties *

Writes new programs and procedures and modifies existing programs and procedures as needed for the computer system;

Prepares computer block diagrams and machine logic flow charts for detailed coding of problems and provides for the documentation of programming work;

Prepares detailed analyses, plans, diagrams and verification procedures for existing and proposed computer applications;

Codes program instructions;

Generates weekly accounts payable; monthly and yearly closing of books for general ledger, and bi-weekly JTPA payroll;

Prepares general ledger files for conversion to micro-fiche;

Delivers and picks-up micro-fiche at outside third party;

Backs-up sys/36 files and library periodically;

Coordinates the recruitment of applicants with staff;

Provides assistance on classification, compensation, employee leave and salary administration matters;

* for the purpose of compliance with the Americans with Disabilities Act (ADA)
This job description does not take into account potential reasonable accommodations.

Communicates policies to staff through the use of memos, meetings and individual contacts;

Updates all payroll amount changes into the payroll system, reviews the time sheets received by the Payroll Administrative Aide and enters the payroll bi-weekly or reviews and approves the payroll edit after the Payroll Administrative Aide enters the time sheets;

Prepares and distributes payroll checks; and prepares annual W-2's and 941's;

Maintains and updates employee personnel files, including sick and vacation leave, overtime, and retirement contributions;

Prepares various reports, including individual employee earnings, health, life, and unemployment insurance, and retirement plan;

Prepares backup and supervises the preparation of employee retirement certificates;

Prepares loan documents and tracks loan payments;

Trains and supervises Payroll Administrative Aide on IBM sys/36 operations;

Provides notification to department heads of upcoming employee evaluations;

Supervises, reviews and participates in the general procedures, methods and results of the various activities of a computer or personnel nature; and

Prepares various schedules of employee payroll deductions and remits amounts to appropriate organizations.

Other Important Duties *

Performs such other related duties as may be assigned.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of: the principles, methods and practices of computer program design and operations and human resource management; modern office practices and procedures including the use of personal computers to achieve maximum job performance; and personnel practices and requirements.

Skill/Ability to: demonstrate proficiency in both oral and written communication; and establish and maintain effective working relationships with other Planning Commission employees, public officials and the public.

ACCEPTABLE EXPERIENCE AND TRAINING

Master's degree in computer science, or a related field, plus at least two years of progressively responsible experience in RPG II programming and human resources management;

or bachelor's degree in computer science, or a related field, plus at least four years of progressively responsible experience in RPG II programming and human resources management;

* for the purpose of compliance with the Americans with Disabilities Act (ADA)

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

CERTIFICATES AND LICENSES REQUIRED

Appropriate Texas driver's license or available alternate means of transportation.

Job Description: ACCOUNTING MANAGER

CLASS NO. 205

EEOC CATEGORY: Professional

PAY GROUP: 10/11

FLSA: Exempt

SUMMARY OF POSITION

Performs advanced work in planning and coordinating accounting functions for the Finance Division. Work involves auditing, posting, balancing, and reconciling accounts; fiscal contract administration; monitoring budgets; preparing budgets, financial statements and reports; and analyzing variances. May supervise related fiscal activities. Works under limited direction with extensive latitude for the use of initiative and independent judgment.

ORGANIZATIONAL RELATIONSHIPS

1. **Reports to:** Finance Director.
2. **Directs:** May supervise clerical or technical staff performing accounting and budget activities.
3. **Other:** Has contact with other Planning Commission employees, external auditors, federal state and local agencies and officials, and the general public.

EXAMPLES OF WORK

Essential Duties *

Monitors fiscal requirements in grants and contracts and identifies changes needed for compliance;

Assists in the development of PRPC's strategic planning activities;

Analyzes and resolves variances in accounting data;

Prepares various agency budgets and financial statements and ensures compliance needed;

Prepares monthly or quarterly financial status reports, cash reimbursement requests and annual closeout reports for various grants and contracts;

Prepares monthly bank reconciliations for various bank accounts;

Assists in the preparation of PRPC's yearly audit including preparation of schedules and financial statements;

Ensures that cash balances are sufficient for scheduled disbursements;

Maintains current knowledge of rules and regulations related to federal and state grants, contracts, subcontractor audits, and payroll requirements;

Monitors budgets for various projects, determines if funds are available and expenditures are properly classified, researches and analyzes transactions to resolve budget problems, and provides analysis of available funds at management's request;

* for the purpose of compliance with the Americans with Disabilities Act (ADA)
This job description does not take into account potential reasonable accommodations.

Prepares work papers, financial statements, and various reports for federal, state, and outside agencies and for internal accounting;

Assists program managers and subcontractors with budget activity, proper expenditure coding, document preparation, and other accounting related activities;

Reviews subcontractor audits and monitors subcontractors for fiscal accuracy and compliance;

Prepares all payroll tax reports, including W-2's, 1099s, 941s, 945s, unemployment compensation reports and associated account reconciliations;

Secures financial information and prepares financial reports for internal and special program management purposes as required;

Performs fiscal contract administration, including checking and verifying the accuracy and appropriateness of payment requests by subcontractors for various programs and preparing vouchers for payments made; and

Prepares the recording of revenue collected and oversees the deposits.

Other Important Duties *

Performs such other related duties as may be assigned.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of: generally accepted accounting principles, budget controls and auditing practices; and automated accounting systems.

Skill/Ability to: use a personal computer; learn and maintain current knowledge of rules and regulations relating to governmental accounting; work quickly and accurately with numbers; use ten-key calculator by touch; prepare and maintain financial records and reports systematically and accurately; and establish and maintain effective working relationships with other Planning Commission employees, external auditors, and the general public.

ACCEPTABLE EXPERIENCE AND TRAINING

Master's degree in accounting, finance, or a related field plus at least two years of progressively responsible experience;

or bachelor's degree in accounting, finance, or a related field, plus at least four years of progressively responsible experience;

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

CERTIFICATES AND LICENSES REQUIRED

None.

* for the purpose of compliance with the Americans with Disabilities Act (ADA)
This job description does not take into account potential reasonable accommodations.

Job Description: ACCOUNTANT II

CLASS NO. 207

EEOC CATEGORY: Professional

PAY GROUP: 8/9

FLSA: Exempt

SUMMARY OF POSITION

Performs advanced accounting functions for the Finance Division. Work involves auditing, posting, balancing, and reconciling accounts; fiscal contract administration; monitoring budgets; preparing budgets, financial statements and reports; and analyzing variances. May supervise related fiscal activities. Works under minimal supervision with considerable latitude for the use of initiative and independent judgment.

ORGANIZATIONAL RELATIONSHIPS

1. **Reports to:** Finance Director.
2. **Directs:** May supervise clerical or technical staff performing accounting and budget activities.
3. **Other:** Has contact with other Planning Commission employees, external auditors, federal state and local agencies and officials, and the general public.

EXAMPLES OF WORK

Essential Duties *

Identifies changes needed as new developments in regulations occur;

Develops and implements schedules to perform tasks associated with special projects;

Analyzes and resolves variances in accounting data;

Prepares various funding agency budgets and financial statements, and monitors to ensure regulatory compliance within each cost category;

Prepares monthly or quarterly financial status reports, cash reimbursement requests and annual closeout reports for various grants;

Prepares monthly bank reconciliations for various bank accounts;

Prepares yearly single audit schedules;

Tracks available cash-on-hand balances versus scheduled disbursements;

Maintains current knowledge of rules and regulations related to federal and state grants, contracts, subcontractor audits, and payroll requirements;

Monitors budgets for various projects, determines if funds are available and expenditures are properly classified, researches and analyzes transactions to resolve budget problems, and provides analysis of available funds at management's request;

* for the purpose of compliance with the Americans with Disabilities Act (ADA)
This job description does not take into account potential reasonable accommodations.

Prepares work papers, financial statements, and various reports for federal, state, and outside agencies and for internal accounting;

Assists program managers and subcontractors with budget activity, proper expenditure coding, document preparation, and other accounting related activities;

Reviews subcontractor audits and monitors subcontractors for fiscal accuracy and compliance;

Prepares all payroll tax reports, including W-2's, 1099s, 941s, 945s, unemployment compensation reports and associated account reconciliations;

Secures financial information and prepares financial reports for internal and special program management purposes as required;

Performs fiscal contract administration, including checking and verifying the accuracy and appropriateness of payment requests by subcontractors for various programs and preparing vouchers for payments made; and

Prepares cash receipt vouchers for payments received.

Other Important Duties *

Performs such other related duties as may be assigned.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of: generally accepted accounting principles, budget controls and auditing practices; and automated accounting systems.

Skill/Ability to: use a personal computer; learn and maintain current knowledge of rules and regulations relating to governmental accounting; work quickly and accurately with numbers; use ten-key calculator by touch; prepare and maintain financial records and reports systematically and accurately; and establish and maintain effective working relationships with other Planning Commission employees, external auditors, and the general public.

ACCEPTABLE EXPERIENCE AND TRAINING

Master's degree in accounting, finance, or a related field plus at least two years of progressively responsible experience;

or bachelor's degree in accounting, finance, or a related field, plus at least four years of progressively responsible experience;

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

CERTIFICATES AND LICENSES REQUIRED

None.

* for the purpose of compliance with the Americans with Disabilities Act (ADA)
This job description does not take into account potential reasonable accommodations.

Job Description: ACCOUNTANT

CLASS NO. 209

EEOC CATEGORY: Professional

PAY GROUP: 6/7

FLSA: Exempt

SUMMARY OF POSITION

Performs complex accounting functions for the Finance Division. Work involves auditing, posting, balancing, and reconciling accounts; fiscal contract administration; monitoring budgets; preparing budgets, financial statements and reports; and preparing JTPA and Planning Commission tax reports. May supervise related fiscal activities. Works under general supervision with considerable latitude for the use of initiative and independent judgment.

ORGANIZATIONAL RELATIONSHIPS

1. Reports to: Finance Director.
2. Directs: May supervise clerical or technical staff performing accounting and budget activities.
3. Other: Has contact with other Planning Commission employees, external auditors, federal state and local agencies and officials, and the general public.

EXAMPLES OF WORK

Essential Duties *

Assists in the preparation of various funding agency budgets and financial statements, and monitors to ensure regulatory compliance within each cost category;

Prepares monthly or quarterly financial status reports, cash reimbursement requests and annual closeout reports for various grants;

Prepares monthly bank reconciliations for various bank accounts;

Assists with yearly single audit, including preparing audit schedules;

Tracks available cash-on-hand balances versus scheduled disbursements;

Maintains current knowledge of rules and regulations related to federal and state grants, contracts, subcontractor audits, and payroll requirements;

Assists in posting, balancing, and reconciling the general ledger and subsidiary accounts;

Monitors budgets for various projects, determines if funds are available and expenditures are properly classified, researches and analyzes transactions to resolve budget problems, and provides analysis of available funds at management's request;

Prepares work papers, financial statements, and various reports for federal, state, and outside agencies and for internal accounting;

* for the purpose of compliance with the Americans with Disabilities Act (ADA)
This job description does not take into account potential reasonable accommodations.

Assists program managers and subcontractors with budget activity, proper expenditure coding, document preparation, and other accounting related activities;

Reviews subcontractor audits and monitors subcontractors for fiscal accuracy and compliance;

Prepares all payroll tax reports, including W-2's, 1099s, 941s, 945s, unemployment compensation reports and associated account reconciliations;

Secures financial information and prepares financial reports for internal and special program management purposes as required;

Assists in fiscal contract administration, including checking and verifying the accuracy and appropriateness of payment requests by subcontractors for various programs and preparing vouchers for payments made; and

Prepares cash receipt vouchers for payments received.

Other Important Duties *

Performs such other related duties as may be assigned.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of: generally accepted accounting principles, budget controls and auditing practices; and automated accounting systems.

Skill/Ability to: use a personal computer; learn and maintain current knowledge of rules and regulations relating to governmental accounting; work quickly and accurately with numbers; use ten-key calculator by touch; prepare and maintain financial records and reports systematically and accurately; and establish and maintain effective working relationships with other Planning Commission employees, external auditors, and the general public.

ACCEPTABLE EXPERIENCE AND TRAINING

Master's degree in accounting, finance, or a related field.

or bachelor's degree in accounting, finance, or a related field, plus at least one year of experience in governmental accounting;

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

CERTIFICATES AND LICENSES REQUIRED

None.

* for the purpose of compliance with the Americans with Disabilities Act (ADA)
This job description does not take into account potential reasonable accommodations.

**Job Description: HUMAN RESOURCES/ACCOUNTING SYSTEMS
ADMINISTRATIVE ASSISTANT**

CLASS NO. 211

EEOC CATEGORY: Professional

PAY GROUP: 5/6

FLSA: Non-Exempt

SUMMARY OF POSITION

Performs moderately complex human resource management administration and maintenance of the performance of accounting systems. Work involves participating in the administration of the human resource management program; ensuring compliance with Equal Employment criteria, the Fair Labor Standards Act, the PRPC Personnel Classification and Pay Plan and other state and federal laws and regulations. Other work involves performance of computer systems operations to assist the accounting department. Works under general supervision with moderate latitude for the use of initiative and independent judgment.

ORGANIZATIONAL RELATIONSHIPS

1. Reports to: Finance Director.
2. Directs: This is a non-supervisory position.
3. Other: Has contact with other Planning Commission employees.

EXAMPLES OF WORK

Essential Duties *

Provides assistance to staff in all payroll classification, compensation, and benefit administration matters through the maintenance and distribution of forms, records, reports and procedures;

Prepares reports on employee payroll deductions; analyzes appropriateness of all deductions and submits for payment; updates all payroll deduction changes into the payroll system; and reconciles deduction reports to the general ledger;

Accumulates and reviews timesheets and leave requests, enters timesheets semi-monthly and ensures appropriate documentation is maintained;

Maintains and updates employee personnel files for all appropriate documentation, including leave balances, payroll deductions, health and retirement benefits, resumes, W-4's, applications, and evaluations;

Provides notification to department heads of the status and due dates of employee evaluations;

Prepares new retirement loan documents under the direction of the finance director;

Coordinates the job application letter responses with the finance director and the word processing coordinator;

Enters EEO information and maintains EEO folder after hiring each new employee;

* for the purpose of compliance with the Americans with Disabilities Act (ADA)
This job description does not take into account potential reasonable accommodations.

Prepares reports of individual employees rates of accruals and balances of leave time including vacation, sick, incentive and overtime;

Prepares accounts payable vouchers for employee payments of flexible spending accounts; verifies amount is available and maintains employee's account balances;

Operates computer programs to generate accounts payable checks weekly and payroll checks semi-monthly;

Operates computer programs for monthly and year-end closing to produce general ledger and financial reports; and

Inventories all Planning Commission property and equipment and updates the subsidiary general ledger.

Other Important Duties *

Performs such other related duties as may be assigned.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of: the principles; methods and practices of human resource management; modern office practices and procedures including the use of personal computers to achieve maximum job performance; and personnel practices and requirements.

Skill/Ability to: demonstrate proficiency in both oral and written communication; and establish and maintain effective working relationships with other Planning Commission employees, public officials and the public.

ACCEPTABLE EXPERIENCE AND TRAINING

Bachelors degree in business administration, or a related field;

or high school graduation, or its equivalent, plus at least two years of human resource management;

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

CERTIFICATES AND LICENSES REQUIRED

None

* for the purpose of compliance with the Americans with Disabilities Act (ADA)
This job description does not take into account potential reasonable accommodations.

Job Description: ACCOUNTS PAYABLE ADMINISTRATIVE ASSISTANT

CLASS NO. 213

EEOC CATEGORY: Office and Clerical

PAY GROUP: 5/6

FLSA: Non-Exempt

SUMMARY OF POSITION

Performs moderately complex accounting and fiscal record keeping administration. Work involves specializing in the accounts payable functions as well as other accounting functions as needed. Works under general supervision with moderate latitude for the use of initiative and independent judgment.

ORGANIZATIONAL RELATIONSHIPS

1. Reports to: Finance Director.
2. Directs: This is a non-supervisory position.
3. Other: Has contact with other Planning Commission employees.

EXAMPLES OF WORK

Essential Duties *

Prepares and inputs all accounts payable vouchers weekly;

Prepares vouchers and verifies grant and account coding;

Maintains all accounts payable documentation and correspondence;

Reconciles discrepancies in accounting control mechanisms by resolving flagged error listings on computer runs, cross checking source documentation, and balancing figures;

Reconciles various accounts and grants monthly;

Prepares summary sheets for the accountant's use in preparing financial statements;

Prepares monthly statements for Planning Commission building tenants and COBRA participants;

Records allocated expenditures to accounts in accordance with established procedures;

Verifies all travel expenses for accuracy and for proper documentation;

Inputs journal vouchers, cash receipts and direct charges for month end closing;

Reconciles pension plan statements by participant; and

Maintains file of all purchase requisitions and matches to invoices paid.

* for the purpose of compliance with the Americans with Disabilities Act (ADA)
This job description does not take into account potential reasonable accommodations.

Other Important Duties *

Performs such other related duties as may be assigned.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of: basic accounting principles and preparation of accounts payable and records maintenance.

Skill/Ability to: work quickly and accurately with numbers; use ten-key calculator by touch; prepare and maintain financial records and reports systematically and accurately; learn to operate computer using standard spreadsheet software packages; and establish and maintain effective working relationships with other Planning Commission employees.

ACCEPTABLE EXPERIENCE AND TRAINING

Bachelors degree in accounting, or a related field;

or high school graduation, or its equivalent, plus at least two years of bookkeeping or accounts payable;

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

CERTIFICATES AND LICENSES REQUIRED

None.

* for the purpose of compliance with the Americans with Disabilities Act (ADA)
This job description does not take into account potential reasonable accommodations.

Job Description: PAYROLL ADMINISTRATIVE AIDE

CLASS NO. 215

EEOC CATEGORY: Office and Clerical

PAY GROUP: 3/4

FLSA: Non-Exempt

SUMMARY OF POSITION

Performs routine accounting, fiscal record keeping and human resources clerical work. Works involves general finance department clerical tasks, processing human resources actions and maintaining human resources records. Works under moderate supervision with limited latitude for the use of initiative and independent judgment.

ORGANIZATIONAL RELATIONSHIPS

1. Reports to: Finance Director.
2. Directs: This is a non-supervisory position.
3. Other: Has contact with other Planning Commission employees.

EXAMPLES OF WORK

Essential Duties *

Prepares and distributes information to employees and assists employees with human resources forms, records and procedures;

Accumulates Planning Commission time sheets and ensures that leave requests are attached when appropriate;

Inputs Planning Commission time sheets and related records into the payroll system;

Ensures that packets of proper forms are available for hiring and/or termination of employees;

Prepares signature sheets and prepares and disburses payroll checks;

Maintains individual personnel files to ensure that all necessary documents are included and updated;

Maintains insurance files to be sure that there are sufficient enrollment, change, and termination forms available;

Prepares new retirement loan documents under the direction of the personnel manager;

Coordinates the job application letter responses with the personnel manager and the word processing coordinator;

Enters EEO information and maintains EEO folder after hiring each new employee;

Tabulates, posts and files vacation, sick and overtime leave records;

Maintains individual flexible spending account balances and related documentation;

* for the purpose of compliance with the Americans with Disabilities Act (ADA)
This job description does not take into account potential reasonable accommodations.

Prepares manual checks as needed;

Prepares folders and labels for new fiscal year and moves outdated files to storage;

Prepares journal and accounts payable vouchers under the supervision of the Finance Director;

Maintains two copies of Planning Commission grant books to be used in year-end audit;

Inputs checks for all Planning Commission bank reconciliations;

Inventories all Planning Commission and JTPA property and equipment; and

Prepares monthly analysis of various grants and accounts.

Other Important Duties *

Performs such other related duties as may be assigned.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of: basic accounting principles; and payroll preparation, reporting, and records maintenance.

Skill/Ability to: work quickly and accurately with numbers; use ten-key calculator by touch; prepare and maintain financial records and reports systematically and accurately; learn to operate computer using standard payroll and/or spreadsheet software packages; and establish and maintain effective working relationships with other Planning Commission employees.

ACCEPTABLE EXPERIENCE AND TRAINING

High school graduation, or its equivalent, plus at least two years of bookkeeping or payroll experience;

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

CERTIFICATES AND LICENSES REQUIRED

None.

* for the purpose of compliance with the Americans with Disabilities Act (ADA)
This job description does not take into account potential reasonable accommodations.

Job Description: FINANCE CLERK

CLASS NO.: 217

EEOC CATEGORY: Office and Clerical

PAY GROUP: 1/2

FLSA: Non-Exempt

SUMMARY OF POSITION

Performs moderately complex clerical and accounting system maintenance work. Duties include providing secretarial assistance and maintaining and updating various accounting databases. Works under moderate supervision with limited latitude for the use of initiative and independent judgment.

ORGANIZATIONAL RELATIONSHIPS

1. **Reports to:** Finance Director.
2. **Directs:** This is a non-supervisory position.
3. **Other:** Has contact with other Planning Commission personnel.

EXAMPLES OF WORK

Essential Duties*

Maintains and updates the inventory databases of all the Planning Commission property and equipment;

Inputs journal vouchers, cash receipts, and other monthly information into the general ledger for month end closings;

Copies and files various forms, booklets, and reports used in the operation of the Finance Department;

Maintains and updates other databases as may be necessary;

Maintains and updates the inventory databases of all the Planning Commission property and equipment;

Inputs journal vouchers, cash receipts, and other monthly information into the general ledger for month end closings;

Copies and files various forms, booklets, and reports used in the operation of the Finance Department; and

Maintains and updates other databases as may be necessary.

Other Important Duties*

Performs such other related duties as may be assigned.

* for the purpose of compliance with the Americans with Disabilities Act (ADA)

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of: standard telephone and office practices and procedures; and business English, spelling, and punctuation.

Skill/Ability to: understand and follow instructions; operate a variety of office machines and personal computer; organize data; maintain clerical records and files with precision and accuracy; and establish and maintain effective working relationships with co-workers.

ACCEPTABLE EXPERIENCE AND TRAINING

High school graduation, or its equivalent, plus at least one year of relevant work experience;

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

CERTIFICATES AND LICENSES REQUIRED

None.

REGIONAL SERVICES

Job Description: REGIONAL SERVICES DIRECTOR/ASSISTANT TO THE EXECUTIVE DIRECTOR

CLASS NO. 301

EEOC CATEGORY: Official and Administrator

PAY GROUP: 13/14

FLSA: Exempt

SUMMARY OF POSITION

Performs highly advanced planning, research, consultative, technical and program administration or direction work in the provision of regional services to local governments. Work involves establishing program goals and objectives; developing program guidelines, procedures, policies, rules, and regulations; developing schedules, priorities, and standards for achieving program goals; evaluating program activities; developing and evaluating budget requests; and coordinating program activities. Other work involves acting as a liaison with government officials and supervising the development of local and/or regional plans or programs. Work also involves providing consultative and technical services to other governmental agencies, community organizations and the general public. Plans, assigns, and/or supervises the work of others. Works under minimal direction with extensive latitude for the use of initiative and independent judgment.

ORGANIZATIONAL RELATIONSHIPS

1. **Reports to:** Executive Director.
2. **Directs:** Departmental personnel.
3. **Other:** Has regular contact with area elected officials, representatives of local, state and federal government agencies, private firms, other Planning Commission employees and the general public.

EXAMPLES OF WORK

Essential Duties*

May assist the Executive Director in the general development of plans for the financial and program aspects of the Planning Commission;

May assist the Executive Director in the general supervision of Planning Commission programs and administrative functions;

Develops and implements effective techniques for evaluating programs;

Promotes effective development and use of resources for programs;

Provides consultative services to plan, implement and monitor effective programs;

Assists the Executive Director in identifying the need for new regional services programs;

Analyzes the application of programs; develops action plans to improve or initiate programs;

Directs departmental staff in a variety of programmatic areas, including assigning and planning work, ensuring training, evaluating performance, and making recommendations on hiring, terminating, and disciplining;

*for the purpose of compliance with the Americans with Disabilities Act (ADA)

Develops program guidelines, procedures and policies;

Establishes program goals and objectives; develops and/or approves schedules, priorities, and standards for achieving goals;

Collects, organizes, analyzes and prepares material in answer to requests for information and for reports;

Provides administrative and technical assistance to local governments in the areas of planning, capital improvements, rural development, recreation, parks, resource preservation, criminal justice, solid waste management, hazard mitigation planning and emergency management;

Oversees planning and research projects and field surveys;

Prepares proposals for grants and contracts related to regional planning and services and assists in the implementation of such grants and contracts;

Develops and implements regional plans in specific subject areas;

Advises local officials on planning problems and various technical phases of comprehensive planning projects;

Prepares budgets, interviews job applicants, and performs other administrative duties;

Conducts meetings with local, state and federal officials;

Prepares and presents speeches; participates in planning conferences; and provides advisory service to local, regional and state agencies;

Makes oral and/or written presentations to the Planning Commission's Board of Directors;

Testifies at hearings and legislative meetings, as appropriate;

Represents the Executive Director at the local, state and national levels, as directed;

Provides staff support to policy and advisory committees of the Planning Commission;

Performs outreach functions to publicize programs in regional development;

Prepares technical document materials, program literature, news releases, and other related informational materials regarding various Regional Services plans and programs;

May assist the Executive Director in providing general organizational leadership and direction; and

Keeps the Executive Director advised on matters relating to regional service program areas.

Other Important Duties*

Performs such other related duties as may be assigned.

* for the purpose of compliance with the Americans with Disabilities Act (ADA)

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of: local, state and federal laws and regulations relevant to program area; principles and practices of public administration, local government management, community development, and other community services administered by the Planning Commission; and budgeting and grants administration practices and procedures.

Skill/Ability to: to coordinate activities among numerous agencies, groups, and local governments; identify specific community needs and develop responsive programs; interpret and communicate to others relevant state and federal rules, regulations, and guidelines; demonstrate proficiency in both oral and written communication; supervise and motivate employees; and establish and maintain effective working relationships with local, state, and federal agencies, policy and advisory committees of the Planning Commission, private contractors, and the general public.

ACCEPTABLE EXPERIENCE AND TRAINING

Master's degree in public administration, regional planning, or a related field, plus at least three years of progressively responsible experience in public administration or planning;

or bachelor's degree in public administration, regional planning, or a related field, plus at least five years of progressively responsible experience in public administration or planning;

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

CERTIFICATES AND LICENSES REQUIRED

Appropriate Texas driver's license or available alternate means of transportation.

Job Description: REGIONAL SERVICES ASSISTANT DIRECTOR

CLASS NO. 303

EEOC CATEGORY: Professional

PAY GROUP: 10/11

FLSA: Exempt

SUMMARY OF POSITION

Performs advanced planning, research, consultative, technical and program administration work. Work involves developing local and regional plans or programs and developing procedures for implementation and evaluation of plans or programs. Other work involves providing consultative and technical services to other governmental agencies, community organizations and the general public. Work also involves establishing program goals and objectives; developing program guidelines; developing schedules, priorities and standards and evaluating activities. Works under limited direction with extensive latitude for the use of initiative and independent judgment.

ORGANIZATIONAL RELATIONSHIPS

1. **Reports to:** Regional Services Director.
2. **Directs:** May supervise support and other department personnel.
3. **Other:** Has contact with local elected officials, city staff, representatives of regulatory agencies, private sector representatives, and the general public.

EXAMPLES OF WORK

Essential Duties *

As a collateral duty, serves as the Regional Criminal Justice Program Coordinator;

Assists in the preparation of Criminal Justice Program budget request;

Assists with the implementation of special non-recurring projects as funded by the Criminal Justice Division, Office of Governor;

As necessary, prepares annual and/or five-year criminal justice plan for the region, including budgeting for each component of the plan;

Provides assistance to communities, agencies and civic groups that are developing criminal justice plans and strategies by providing information or by serving as a facilitator for community planning groups;

Studies and analyzes operations and problems in the criminal justice field;

Provides technical assistance to member governments and law enforcement agencies on criminal justice matters in writing, preparing and submitting grant applications and quarterly reports;

Coordinates local, state, and federal criminal justice grant activities within the region;

Works with and speaks to community and professional groups and the media regarding criminal justice programs;

Provides staff review for criminal justice projects submitted for review under the Texas Review and

Comment System (TRACS);

Provides staff support to policy and advisory committees of the Planning Commission related to criminal justice projects;

Assists the Regional Services Director, as necessary, with the development and implementation of regional emergency management plans and programs;

Maintains up-to-date knowledge of laws, regulations, and programs administered by the Governor's Division of Emergency Management (GDEM), the Federal Emergency Management Agency, and other regulatory agencies pertaining to homeland security and emergency management;

Writes grant proposals, as necessary, to support local and/or regional homeland security, emergency management or criminal justice program initiatives;

Attends meetings and conferences as required;

Plans and facilitates meetings;

Collects, organizes and analyzes data required in the development of programs;

Prepares, reviews and disseminates research materials to member governments; and

Assists as needed with the implementation of other programs and projects administered by the PRPC's Regional Services department (e.g., Texas Historic Courthouse Program projects).

Other Important Duties*

Performs such other related duties as may be assigned.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of: local, state and federal laws and regulations relevant to program area(s) including criminal justice, emergency management, homeland security, Uniform Grant Management Standards and planning principles.

Skill/Ability to: establish and maintain effective working relationships with elected officials, regulatory agencies, and the general public; demonstrate proficiency in both oral and written communication; analyze and interpret data; prepare and administer grants; work independently and creatively; and prepare reports, program literature, news releases, and other documents neatly and professionally.

ACCEPTABLE EXPERIENCE AND TRAINING

Master's degree in public administration, regional planning, criminal justice, emergency management or a related field;

or bachelor's degree in public administration, regional planning, criminal justice, emergency management or a related field, plus at least five years of progressively responsible experience in the public administration, criminal justice or emergency management profession;

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

* for the purpose of compliance with the Americans with Disabilities Act (ADA)

CERTIFICATES AND LICENSES REQUIRED

Appropriate Texas driver's license or available alternate means of transportation.

Job Description: REGIONAL EMERGENCY COMMUNICATIONS PROGRAM MANAGER

CLASS NO. 305

EEOC CATEGORY: Professional

PAY GROUP: 10/11

FLSA: Exempt

SUMMARY OF POSITION

Performs advanced planning, research, consultative, technical and program administration work. Work involves developing local and regional plans or programs and developing procedures for implementation and evaluation of plans or programs. Other work involves providing consultative and technical services to other governmental agencies, community organizations and the general public. Work also involves establishing program goals and objectives; developing program guidelines; developing schedules, priorities and standards and evaluating activities. Works under limited direction with extensive latitude for the use of initiative and independent judgment.

ORGANIZATIONAL RELATIONSHIPS

1. **Reports to:** Regional Services Director.
2. **Directs:** May supervise support personnel.
3. **Other:** Has contact with local elected officials, city/county staff, representatives of regulatory agencies, local, state and federal emergency management /law enforcement agencies, private sector representatives, and the general public.

EXAMPLES OF WORK

Essential Duties*

Collects, organizes and analyzes data required in the development of a regional interoperable communications system;

May assist with or contribute to the updating and maintenance of the Panhandle Regional Strategy for First Responder Preparedness;

Assists with the development, updating, and/or augmentation of local emergency management plans as they pertain to regional interoperable communications;

Promotes coordination amongst the various local/state/federal agencies involved with the region's interoperable communications system;

Works with local officials, Local Emergency Planning Committees, volunteer groups, various state/federal agencies, private businesses, and consultants in the development and implementation of certain emergency management program initiatives including mutual aid and regional interoperable communications;

May assist with or contribute to providing staff support to the Panhandle Emergency Management Advisory Committee (PREMAC);

May assist with or contribute to the distribution and utilization of State Homeland Security Grant

* For the purpose of compliance with the Americans with Disabilities Act (ADA)

Program funds awarded to the Panhandle;

Provides technical assistance to local jurisdictions in the identification/procurement of equipment purchased under the State Homeland Security Grant Program;

Facilitates the development/implementation of Interoperable Communications strategies for the region;

Promotes support for the Regional Mutual Aid system;

Develops and maintains a current database of first responder resources;

Coordinates/facilitates the conduct of emergency management training and exercises in the region;

Prepares technical document materials, program literature, news releases, and other related informational materials regarding the region's emergency management programs;

Maintains up-to-date knowledge of laws, regulations, and programs administered by the Federal Emergency Management Administration (FEMA), the Texas Department of Public Safety's Governor's Division of Emergency Management (GDEM), and other state/federal agencies pertaining to emergency management;

Works with and speaks to community and professional groups and the media regarding the region's emergency management programs;

Responds to requests from local jurisdictions, state/federal agencies and the general public; and

Collects necessary program data and provides periodic reports to the DEM and as needed, to TEEEX, the region's local elected officials, and the PRPC Board of Directors.

Other Important Duties*

Performs such other related duties as may be assigned.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of: local, state and federal laws and regulations relevant to program area and to emergency management planning principles.

Skill/Ability to: establish and maintain effective working relationships with elected officials, regulatory agencies, and the general public; demonstrate proficiency in both oral and written communication; analyze and interpret data; prepare and administer grants; work independently and creatively; and prepare reports, meeting agendas, program literature, news releases, and other documents neatly and professionally.

ACCEPTABLE EXPERIENCE AND TRAINING

Master's degree in emergency management, public administration, regional planning, or a related field plus at least two years of progressively responsible experience in planning, public administration or emergency management;

* For the purpose of compliance with the Americans with Disabilities Act (ADA)

or bachelor's degree in emergency management, public administration, regional planning, or a related field, plus at least four years of progressively responsible experience in planning, public administration or emergency management;

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

CERTIFICATES AND LICENSES REQUIRED

Appropriate Texas driver's license or available alternate means of transportation.

Job Description: REGIONAL SERVICES PROGRAM SPECIALIST

CLASS NO. 307

EEOC CATEGORY: Professional

PAY GROUP: 6/7

FLSA: Exempt

SUMMARY OF POSITION

Performs complex planning, research, consultative, technical and program administration work. Work involves developing local and regional plans or programs and developing procedures for implementation and evaluation of plans or programs. Other work involves providing consultative and technical services to other governmental agencies, community organizations and the general public. Work also involves establishing program goals and objectives; developing program guidelines; developing schedules, priorities and standards and evaluating activities. Works under general supervision with considerable latitude for the use of initiative and independent judgment.

In a generalist capacity, the program specialist may bear administrative responsibilities in multiple Regional Services program areas. Typically, the Regional Program Specialist will have a set of core duties in one or more of the department's mainstay programs along with a set of assigned tasks associated with one or more of the department's provisional programs.

ORGANIZATIONAL RELATIONSHIPS

1. **Reports to:** Regional Services Director and as directed, the Regional Services Assistant Director.
2. **Directs:** May supervise support personnel.
3. **Other:** Has contact with local elected officials, city staff, representatives of regulatory agencies, private sector representatives, and the general public.

EXAMPLES OF WORK

Essential Duties *

SOLID WASTE:

Administers regional solid waste management project implementation activities;

Collects, organizes and analyzes data required in the development of solid waste programs;

Works with local officials, various regulatory agencies, private businesses, special districts, and the Regional Solid Waste Management Advisory Committee (RSWMAC) in the development and implementation of solid waste programs;

Assists in the preparation of solid waste program budgets;

Coordinates the purchase and delivery of any equipment needed to support the solid waste management project activities;

Studies and analyzes operations and problems in the solid waste field;

Provides technical assistance to local governments and other entities in designing and establishing waste recycling and reduction programs;

Promotes active participation in the Planning Commission's Panhandle Environmental Partnership;

Promotes active participation in the Texas Commission on Environmental Quality (TCEQ) state-wide recycling programs;

Coordinates the delivery of recycling services to program participants;

Collects necessary program data and provides semi-annual reports to the TCEQ and as needed, to the region's local elected officials, the program participants and the RSWMAC; and

Conducts workshops, training sessions and public education forums which help in the development of recycling, composting, and other programs and to expand solid waste knowledge in general.

Writes grant proposals for increased funding and assists in the budget review for the region's solid waste programs;

Works with and speaks to community and professional groups and the media regarding solid waste programs; and

Responds to requests from local governments, regulatory agencies and the general public.

Other Important Duties*

Performs such other related duties as may be assigned.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of: local, state and federal laws and regulations relevant to current program areas including solid waste management, hazard mitigation and the hazard mitigation grants program; and general planning principles.

Skill/Ability to: establish and maintain effective working relationships with elected officials, regulatory agencies, and the general public; demonstrate proficiency in both oral and written communication; analyze and interpret data; prepare and administer grants; work independently and creatively; and prepare reports, program literature, news releases, and other documents neatly and professionally.

ACCEPTABLE EXPERIENCE AND TRAINING

Master's degree in public administration, regional planning, or a related field;

or bachelor's degree in public administration, regional planning, or a related field, plus at least one year of experience in public administration;

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

CERTIFICATES AND LICENSES REQUIRED

Appropriate Texas driver's license or available alternate means of transportation.

* for the purpose of compliance with the Americans with Disabilities Act (ADA)

Job Description: REGIONAL EMERGENCY COMMUNICATIONS PROGRAM SPECIALIST

CLASS NO. 309

EEOC CATEGORY: Professional

PAY GROUP: 6/7

FLSA: Exempt

SUMMARY OF POSITION

Performs complex planning, research, consultative, technical and program administration work. Work involves developing and implementing plans and procedures related to the Panhandle's public safety communications system and interoperable communications. Other work involves providing consultative and technical services to other governmental agencies, community organizations and the general public. Work also involves establishing program goals and objectives; developing program guidelines; developing schedules, priorities and standards and evaluating activities. Works under general direction with extensive latitude for the use of initiative and independent judgment.

ORGANIZATIONAL RELATIONSHIPS

1. **Reports to:** Regional Emergency Communications Program Manager.
2. **Directs:** May supervise support personnel.
3. **Other:** Has contact with local elected officials, city/county staff, representatives of regulatory agencies, local, state and federal emergency management/law enforcement agencies, private sector representatives, and the general public.

EXAMPLES OF WORK

Essential Duties*

Assists with the collection, organization and analysis of data required in the development and enhancement of public safety communications programs in the Panhandle;

Assists with the implementation of the PANCOM regional interoperable communications infrastructure project;

Assists with the further planning of the region's interoperable communications system through the Interoperable Emergency Communications Grant;

Assists with the development of a regional communications plan that supports the State Communication Interoperability Plan (SCIP);

Assists with the development of Standard Operating Procedures that conform to the regional communications plan and the SCIP;

Assists the development and delivery of emergency communications-related training to the region's first responders;

Facilitates the conduct of regional emergency communications exercises;

Assists with the maintenance of communications equipment inventory information through the use of Communications Asset Survey and Mapping (CASM) tool;

* For the purpose of compliance with the Americans with Disabilities Act (ADA)

Maintains awareness of and participation with the activities of the Texas Radio Coalition;

Assists in managing and maintaining grant accounts on the State Preparedness Assessment and Reporting Service (SPARS) website;

Promotes support for the Regional Mutual Aid system; particularly as it applies to communications equipment;

Provides staff support to the Panhandle Emergency Management Advisory Committee (PREMAC) and the PREMAC Communications Sub-Committee;

Maintains up-to-date knowledge of laws, regulations, and programs administered by the Federal Emergency Management Administration (FEMA), the Texas Department of Public Safety's Governor's Division of Emergency Management (GDEM), and other state/federal agencies pertaining to emergency management;

Responds to requests from local jurisdictions, state/federal agencies and the general public; and

Collects necessary program data and provides periodic reports to the GDEM and as needed, to SAA, other state agencies, the region's local elected officials, and the PRPC Board of Directors.

Other Important Duties*

Performs such other related duties as may be assigned.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of: local, state and federal laws and regulations relevant to program area and to emergency management planning principles.

Skill/Ability to: coordinate program activities among numerous agencies, groups, and local governments; identify specific emergency management needs and develop responsive programs; interpret and communicate to others relevant state and federal rules, regulations, and guidelines; demonstrate proficiency in both oral and written communication; and establish and maintain effective working relationships with officials in local, state, and federal agencies, Planning Commission program directors, private firms and the general public.

ACCEPTABLE EXPERIENCE AND TRAINING

Master's degree in emergency management, public administration, regional planning, or a related field;

or bachelor's degree in emergency management, public administration, regional planning, or a related field, plus at least one year of experience in planning, public administration or emergency management;

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

CERTIFICATES AND LICENSES REQUIRED

Appropriate Texas driver's license or available alternate means of transportation.

* For the purpose of compliance with the Americans with Disabilities Act (ADA)

Job Description: CRIMINAL JUSTICE PROGRAM SPECIALIST

CLASS NO. 311

EEOC CATEGORY: Professional

PAY GROUP: 6/7

FLSA: Exempt

SUMMARY OF POSITION

Performs complex planning, research, consultative, technical and program administration work. Work involves developing local and regional plans or programs and developing procedures for implementation and evaluation of plans or programs. Other work involves providing consultative and technical services to other governmental agencies, community organizations and the general public. Work also involves establishing program goals and objectives; developing program guidelines; developing schedules, priorities and standards and evaluating activities. Works under general supervision with considerable latitude for the use of initiative and independent judgment.

ORGANIZATIONAL RELATIONSHIPS

1. **Reports to:** Regional Services Director.
2. **Directs:** May supervise support personnel.
3. **Other:** Has regular contact with policy and advisory committees of the Planning Commission; and local, state, and federal law enforcement and criminal justice agency representatives.

EXAMPLES OF WORK

Essential Duties*

Assists in the preparation of Criminal Justice Program budget request;

Collects, organizes and analyzes data required in the development of programs;

Prepares annual and/or five-year criminal justice plan for the region, including budgeting for each component of the plan;

Provides assistance to communities, agencies and civic groups that are developing criminal justice plans and strategies by providing information or by serving as a facilitator for community planning groups;

Studies and analyzes operations and problems in the criminal justice field;

Provides technical assistance to member governments and law enforcement agencies on criminal justice matters in writing, preparing and submitting grant applications and quarterly reports;

Coordinates local, state, and federal criminal justice grant activities within the region;

Prepares, reviews and disseminates research materials to member governments;

Works with and speaks to community and professional groups and the media regarding criminal justice programs;

Provides staff review for criminal justice projects submitted for review under the Texas Review and

* for the purpose of compliance with the Americans with Disabilities Act (ADA)

Comment System (TRACS);

Provides staff support to policy and advisory committees of the Planning Commission related to criminal justice projects;

Plans and facilitates meetings; and

Attends meetings and conferences as required.

Other Important Duties*

Performs such other related duties as may be assigned.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of: crime reduction principles; local, state and federal rules, regulations, and guidelines related to criminal justice administration activities; budgeting and grants administration practices and procedures; and planning and program development.

Skill/Ability to: evaluate regional needs and develop appropriate plans in the area of criminal justice; prepare and analyze program management reports, statements, and correspondence; develop and administer grant funding and program budgets; demonstrate proficiency in both oral and written communication; and establish and maintain affective working relationships with policy and advisory committees of the Planning Commission and local, state, and federal law enforcement and criminal justice agency representatives.

ACCEPTABLE EXPERIENCE AND TRAINING

Master's degree in public administration, criminal justice, law enforcement, or a related field.

or bachelor's degree in public administration, criminal justice, law enforcement, or a related field, plus at least one year of experience in criminal justice planning;

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

CERTIFICATES AND LICENSES REQUIRED

Appropriate Texas driver's license or available alternate means of transportation.

* for the purpose of compliance with the Americans with Disabilities Act (ADA)

This job description does not take into account potential reasonable accommodations.

LOCAL GOVERNMENT SERVICES

Job Description: LOCAL GOVERNMENT SERVICES DIRECTOR/ASSISTANT TO THE EXECUTIVE DIRECTOR

CLASS NO. 401

EEOC CATEGORY: Official and Administrator

PAY GROUP: 13/14

FLSA: Exempt

SUMMARY OF POSITION

Performs highly advanced planning, research, consultative, technical and program administration or direction work in the provision of services to local governments. Also performs advanced water-related planning, research, consultative, technical and program management/coordination work. Work involves developing local and regional water and transportation plans or programs and developing procedures for implementation and evaluation of plans or programs. Other work involves establishing program goals and objectives; developing program guidelines, procedures, policies, rules, and regulations; developing schedules, priorities, and standards for achieving program goals; evaluating program activities; developing and evaluating budget requests; and coordinating program activities. Other work involves acting as a liaison with government officials and supervising the development of local plans or programs. Plans, assigns, and/or supervises the work of others. Works under minimal direction with extensive latitude for the use of initiative and independent judgment.

ORGANIZATIONAL RELATIONSHIPS

1. Reports to: Executive Director.
2. Directs: Departmental personnel.
3. Other: Has regular contact with area elected officials, representatives of local, state and federal government agencies, private firms, other Planning Commission employees and the general public.

EXAMPLES OF WORK

Essential Duties*

May assist the Executive Director in the general development of plans for the financial and program aspects of the Planning Commission;

May assist the Executive Director in the general supervision of Planning Commission programs and administrative functions;

Directs local government services staff, including assigning and planning work, ensuring training, evaluating performance, and making recommendations on hiring, terminating and disciplining;

Provides staff/administrative support to the Panhandle Water Planning Group;

Participates in the development of water planning program goals and objectives;

Collects, organizes, and analyzes data required in the development of water plans;

Develops program guidelines, procedures and policies;

* for the purpose of compliance with the Americans with Disabilities Act (ADA)
This job description does not take into account potential reasonable accommodations.

Establishes program goals and objectives; develops and/or approves schedules, priorities, and standards for achieving goals;

Promotes the effective development and use of program resources;

Develops and implements effective techniques for evaluating programs;

Assists the Executive Director in identifying the need for new local government services;

Provides administrative and technical assistance to local governments in the areas of planning, capital improvements, community development, parks and recreation and local government management;

Oversees research projects and field surveys;

Oversees city management contracts;

Collects, organizes, analyzes and prepares material in answer to requests for information and for reports;

Prepares proposals for grants and contracts related to local government services and assists in the implementation of such grants and contracts;

Advises local officials on a variety of public administration duties;

Prepares appropriate budgets and performs other administrative duties;

Conducts meetings with local, state and federal officials;

Provides staff support to policy and advisory committees of the Planning Commission;

Makes oral and/or written presentations to the Planning Commission's Board of Directors;

Represents the Executive Director at the local, state and national levels, as directed;

Performs outreach functions to publicize local government services programs;

Prepares technical document materials, program literature, news releases, and other related informational materials regarding various local government service initiatives;

May assist the Executive Director in providing general organizational leadership and direction; and

Keeps the Executive Director advised on matters relating to local government services programs.

Other Important Duties*

Performs such other related duties as may be assigned.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of: local, state and federal laws and regulations relevant to program area; principles and practices of public administration, local government management, community development, and other community services administered by the Planning Commission; and budgeting and grants administration practices and procedures.

* for the purpose of compliance with the Americans with Disabilities Act (ADA)
This job description does not take into account potential reasonable accommodations.

Skill/Ability to: to coordinate activities among numerous agencies, groups, and local governments; identify specific community needs and develop responsive programs; interpret and communicate to others relevant state and federal rules, regulations, and guidelines; demonstrate proficiency in both oral and written communication; supervise and motivate employees; and establish and maintain effective working relationships with local, state, and federal agencies, policy and advisory committees of the Planning Commission, private contractors, and the general public.

ACCEPTABLE EXPERIENCE AND TRAINING

Master's degree in public administration, regional planning, or a related field, plus at least three years of progressively responsible experience in public administration or planning;

or bachelor's degree in public administration, regional planning, or a related field, plus at least five years of progressively responsible experience in public administration or planning;

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

CERTIFICATES AND LICENSES REQUIRED

Appropriate Texas driver's license or available alternate means of transportation.

Job Description: REGIONAL WATER PLANNING COORDINATOR

CLASS NO. 403

EEOC CATEGORY: Professional

PAY GROUP: 8/9

FLSA: Exempt

SUMMARY OF POSITION

Performs advanced water-related planning, research, consultative, technical and program management/coordination work. Work involves developing local and regional water plans or programs and developing procedures for implementation and evaluation of plans or programs. Other work involves providing consultative and technical services to other governmental agencies, special districts, community organizations and the general public. Work also involves establishing program goals and objectives; developing program guidelines; developing schedules, priorities and standards and evaluating activities. Works under minimal supervision with considerable latitude for the use of initiative and independent judgment.

ORGANIZATIONAL RELATIONSHIPS

1. **Reports to:** Local Government Services Director.
2. **Directs:** May oversee the activities of consultant subcontractors and Planning Commission support personnel.
3. **Other:** Has regular contact with area elected officials; representatives of local, state and federal government agencies; representatives of area water entities and interest groups; professional consultants; the general public; and the media.

EXAMPLES OF WORK

Essential Duties*

Provides staff/administrative support to the Panhandle Water Planning Group;

Participates in the development of water planning program goals and objectives;

Collects, organizes, and analyzes data required in the development of water plans;

Collects, organizes, analyzes, and prepares material in answer to requests for information and for reports;

Reviews and evaluates planning material for contractual compliance;

Develops procedures for implementation, administration, and evaluation of water plans or programs;

Prepares applications for planning assistance;

Prepares technical materials for water planning contracts;

Prepares reports on water planning projects;

Prepares and presents speeches; participates in planning conferences; and provides advisory service to local agencies;

* for the purpose of compliance with the Americans with Disabilities Act (ADA)
This job description does not take into account potential reasonable accommodations.

Advises local officials on planning problems and various technical phases of comprehensive water planning projects

Monitors agencies participating in plans and programs and provides assistance to officials in matters relating to the plans and programs;

Coordinates the gathering and organizing of research data;

Conducts meetings with local, state, and federal officials;

Acts as a liaison with federal, state, and local agencies in matters concerning the coordination of water plans;

Prepares budgets and performs other administrative duties; and

Makes presentations to the Planning Commission's Board of Directors.

Other Important Duties*

Performs other such related duties as may be assigned.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of: local, state and federal laws and regulations relevant to water-planning principles and practices of public administration and local government management.

Skill/Ability to: effectively self-direct daily activities related to the management of a regional water-planning process, coordinate water planning activities among numerous agencies, groups, and local governments; interpret and communicate to others relevant state and federal rules, regulations and guidelines; demonstrate proficiency in both oral and written communication; and establish and maintain effective working relationships with officials in local, state, and federal agencies, Planning Commission employees, private firms and the general public.

ACCEPTABLE EXPERIENCE AND TRAINING

Master's degree in public administration, environmental planning, or a related field, plus at least two years of progressively responsible experience in public administration or planning;

or bachelors degree in public administration, environmental planning, or a related field, plus at least four years of progressively responsible experience in public administration or planning;

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

CERTIFICATES AND LICENSES REQUIRED

Appropriate Texas driver's license or available alternate means of transportation.

* for the purpose of compliance with the Americans with Disabilities Act (ADA)
This job description does not take into account potential reasonable accommodations.

Job Description: LOCAL GOVERNMENT SERVICES PROGRAM COORDINATOR

CLASS NO. 405

EEOC CATEGORY: Professional

PAY GROUP: 8/9

FLSA: Exempt

SUMMARY OF POSITION

Performs advanced planning, research, consultative, technical and program administration work. Work involves developing local and regional plans or programs and developing procedures for implementation and evaluation of plans or programs. Other work involves providing consultative and technical services to other governmental agencies, community organizations and the general public. Work also involves establishing program goals and objectives; developing program guidelines; developing schedules, priorities and standards and evaluating activities. Works under minimal supervision with considerable latitude for the use of initiative and independent judgment.

ORGANIZATIONAL RELATIONSHIPS

1. **Reports to:** Local Government Services Director.
2. **Directs:** May oversee the activities of local government services program specialist(s) and supervise support personnel.
3. **Other:** Has regular contact with representatives of local, state, and federal government agencies; works closely with the Administrative Program Specialist and Executive Assistant of the Planning Commission; and area elected officials, private firms, consultants, construction contractors and the general public.

EXAMPLES OF WORK

Essential Duties*

As delegated by the Executive Director, provides staff support to the RRC;

Makes all preparations necessary to facilitate the conduct of RRC activities;

Plans, implements, coordinates, monitors and evaluates local government services programs;

Through interlocal agreements with member governments, provides project administration services for a wide range of community development/improvement projects;

Manages multiple community development projects simultaneously ensuring that each project is given proper attention to ensure its satisfactory completion;

Defines tasks necessary to successfully complete local government services projects; develops and implements schedules for performing those tasks;

Conducts meetings with local, state and federal officials;

Keeps the Local Government Services Director, local elected officials, and funding agency coordinators apprised of the progress being made to complete those community development/improvement projects;

* for the purpose of compliance with the Americans with Disabilities Act (ADA)

As needed, by day or night, travels to cities, counties, and agencies throughout the Panhandle to provide information, technical assistance, planning assistance and project management services;

Assists with the identification of resources which can be used to further the community development/improvement goals under the region's member governments;

Provides consultative and technical assistance services in the planning, implementation and monitoring of local government services programs;

Conducts field surveys;

Responds to requests for technical assistance by obtaining and disseminating relevant information and data or identifying alternate information sources capable of ensuring that those request are filled;

Recommends and coordinates activities to produce a more effective local government services program;

As assigned by the Executive Director, coordinates Texas Review and Comment System (TRACS) activities of grant applications submitted for the region, including notification of review to local government and/or individuals and presenting summary of staff review to the PRPC Board of Directors;

Promotes and facilitates ongoing region-wide communication and cooperation on matters of mutual concern;

Maintains a current knowledge of relevant laws, regulations, program requirements, assistance programs, and financing methods in a variety of subject areas as they relate to addressing the community development/improvement goals of the region's member governments;

Works with and speaks to community and professional groups and the media regarding local government services programs;

Transmits planning data to public and private organizations;

Assists with gathering and disseminating demographic and census information;

Attends conferences, seminars, and workshops as needs;

May provide consultative or direct city management services;

Makes presentations to the Planning Commission's Board of Directors; and

Prepares special reports and plans and carries out special projects as assigned by the Executive Director.

Other Important Duties*

Performs other such related duties as may be assigned.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of: local, state and federal laws and regulations relevant to program area; principles and practices of public administration, local government management, community development, and other community services administered by the Planning Commission.

Skill/Ability to: effectively self-direct daily activities related to the administrative management of contracted community development program projects, coordinate planning and program activities

* for the purpose of compliance with the Americans with Disabilities Act (ADA)
This job description does not take into account potential reasonable accommodations.

among numerous agencies, groups, and local governments; identify specific community needs and develop responsive programs; interpret and communicate to others relevant state and federal rules, regulations and guidelines; demonstrate proficiency in both oral and written communication; and establish and maintain effective working relationships with officials in local, state, and federal agencies, Planning Commission program directors, private firms and the general public.

ACCEPTABLE EXPERIENCE AND TRAINING

Master's degree in public administration, regional planning, or a related field, plus at least two years of progressively responsible experience in public administration, planning or community development;

or bachelor's degree in public administration, regional planning, or a related field, plus at least four years of progressively responsible experience in public administration, planning or community development;

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

CERTIFICATES AND LICENSES REQUIRED

Appropriate Texas driver's license or available alternate means of transportation.

**Job Description: LOCAL GOVERNMENT SERVICES PROGRAM
COORDINATOR (TRANSPORTATION PLANNING & CITY MANAGEMENT
SERVICES)**

CLASS NO. 407

EEOC CATEGORY: Professional

PAY GROUP: 8/9

FLSA: Exempt

SUMMARY OF POSITION

Performs advanced planning, research, consultative, technical and program administration work. Work involves developing local and regional plans or programs and developing procedures for implementation and evaluation of plans or programs. Other work involves providing consultative and technical services to other governmental agencies, community organizations and the general public. Work also involves establishing program goals and objectives; developing program guidelines; developing schedules, priorities and standards and evaluating activities. Works under minimal supervision with considerable latitude for the use of initiative and independent judgment.

ORGANIZATIONAL RELATIONSHIPS

1. Reports to: Local Government Services Director.
2. Directs: May oversee the activities of local government services program specialist(s) and supervise support personnel.
3. Other: Has regular contact with representatives of local, state, and federal government agencies; works closely with the Administrative Program Specialist and Executive Assistant of the Planning Commission; and area elected officials, private firms, consultants, construction contractors and the general public.

EXAMPLES OF WORK

Essential Duties*

As delegated by Executive Director and/or Local Government Services Director, performs contractual city management services for local municipalities;

Defines tasks necessary to successfully complete contractual city management services tasks; develops and implements schedules for performing those tasks;

Makes all preparations necessary to facilitate the conduct of contractual city management activities;

Assists with the identification of legislative or utility issues which could impact the region's local governments;

Assists with the monitoring of legislative or utility issues which could impact the region's local governments;

Through inter-local agreements with member governments, provides codification services for local codes;

* for the purpose of compliance with the Americans with Disabilities Act (ADA)
This job description does not take into account potential reasonable accommodations.

Collects, analyzes, and acts upon information issued by the Texas Department of Transportation pertaining to regional transportation issues;

Attends meetings, conferences, and hearings pertaining to regional transportation issues;

Coordinates regional transportation meetings for local member governments;

Provides staff support to the Regional Transportation Advisory Group;

Assists Regional Transportation Advisory Group member agencies with Job Access Reverse Commute applications as necessary;

Assists with application development for funds made available by the Texas Department of Transportation for Rural Transportation Planning;

Assists with the implementation of planning activities associated with Rural Transportation Planning;

Plans, implements, coordinates, monitors and evaluates local government services programs;

Manages multiple community development projects simultaneously ensuring that each project is given proper attention to ensure its satisfactory completion;

Keeps the Local Government Services Director, local elected officials, any other Local Government Services Coordinators, and funding agency coordinators apprised of the progress being made to complete those community development/improvement projects;

Conducts meetings with local, state and federal officials;

As needed, by day or night, travels to cities, counties, and agencies throughout the Panhandle to provide information, technical assistance, planning assistance and project management services;

Conducts field surveys;

Responds to requests for technical assistance by obtaining and disseminating relevant information and data or identifying alternate information sources capable of ensuring that those request are filled;

Recommends and coordinates activities to produce a more effective local government services program;

As assigned by the Executive Director, coordinates Texas Review and Comment System (TRACS) activities of grant applications submitted for the region, including notification of review to local government and/or individuals and presenting summary of staff review to the PRPC Board of Directors;

Promotes and facilitates ongoing region-wide communication and cooperation on matters of mutual concern;

Maintains a current knowledge of relevant laws, regulations, program requirements, assistance programs, and financing methods in a variety of subject areas as they relate to the administration of the region's member governments;

Works with and speaks to community and professional groups and the media regarding local government services programs;

Transmits planning data to public and private organizations;

Assists with gathering and disseminating demographic and census information;

Attends conferences, seminars, and workshops as needs;

This job description does not take into account potential reasonable accommodations.

Makes presentations to the Planning Commission's Board of Directors; and

Prepares special reports and plans and carries out special projects as assigned by the Executive Director.

Other Important Duties*

Performs other such related duties as may be assigned.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of: local, state and federal laws and regulations relevant to program area; principles and practices of public administration, local government management, community development, and other community services administered by the Planning Commission.

Skill/Ability to: effectively self-direct daily activities related to the administrative management of contracted community development program projects, coordinate planning and program activities among numerous agencies, groups, and local governments; identify specific community needs and develop responsive programs; interpret and communicate to others relevant state and federal rules, regulations and guidelines; demonstrate proficiency in both oral and written communication; and establish and maintain effective working relationships with officials in local, state, and federal agencies, Planning Commission program directors, private firms and the general public.

ACCEPTABLE EXPERIENCE AND TRAINING

Master's degree in public administration, regional planning, or a related field, plus at least two years of progressively responsible experience in public administration, planning or community development;

or bachelor's degree in public administration, regional planning, or a related field, plus at least four years of progressively responsible experience in public administration, planning or community development;

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

CERTIFICATES AND LICENSES REQUIRED

Appropriate Texas driver's license or available alternate means of transportation.

* for the purpose of compliance with the Americans with Disabilities Act (ADA)

Job Description: LOCAL GOVERNMENT SERVICES PROGRAM SPECIALIST

CLASS NO. 409

EEOC CATEGORY: Professional

PAY GROUP: 6/7

FLSA: Exempt

SUMMARY OF POSITION

Performs complex planning, research, consultative, technical and program administration work. Work involves developing local and regional plans or programs and developing procedures for implementation and evaluation of plans or programs. Other work involves providing consultative and technical services to other governmental agencies, community organizations and the general public. Work also involves establishing program goals and objectives; developing program guidelines; developing schedules, priorities and standards and evaluating activities. Works under general supervision with considerable latitude for the use of initiative and independent judgment.

ORGANIZATIONAL RELATIONSHIPS

1. Reports to: Local Government Services Director.
2. Directs: May supervise support personnel.
3. Other: Has regular contact with representatives of local, state, and federal government agencies; and works closely with program coordinators of the Planning Commission, area elected officials, private firms, consultants, and the general public.

EXAMPLES OF WORK

Essential Duties*

Assists in the preparation of local government services budget;

Provides administrative and technical assistance to local governments and other agencies in the areas of community planning, management, grants, recreation and parks;

Collects, organizes and analyzes data required in the development of programs;

Studies and analyzes operations and problems in the local government services field;

Travels to cities, counties, and agencies throughout the Panhandle to provide information and assistance;

Coordinates TRACS activities of grant applications submitted for the region, including providing notification of review to local government and/or individuals and presenting summary of staff review to advisory committee;

Coordinates the acquisition of property for community development projects;

Prepares proposals for grants and contracts related to local government services and assists local entities in the implementation of grants and contracts;

Works with and speaks to community and professional groups and the media regarding local government services programs;

Coordinates Rural Transportation Advisory Group program activities;

* for the purpose of compliance with the Americans with Disabilities Act (ADA)
This job description does not take into account potential reasonable accommodations.

Serves as liaison to transportation stakeholders;

Provides support to Regional Transportation Advisory Group;

Prepares grant applications and ensures grants are properly administered;

Conducts field surveys;

Promotes ongoing region-wide communication and cooperation on matters of mutual concern;

Maintains current knowledge of laws, regulations, assistance programs, and financing methods in a variety of subject areas;

Transmits planning data to public and private organizations;

Assists with gathering and disseminating demographic and census information;

Attends conferences, seminars, and workshops as needed;

May provide consultative or direct city management services;

Makes presentations to the Planning Commission's Board of Directors; and

Prepares special reports and plans, and carries out special projects as assigned by the Executive Director.

Other Important Duties*

Performs such other related duties as may be assigned.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of: local, state and federal laws and regulations relevant to program area; principles and practices of public administration, local government management, community development, and other community services administered by the Planning Commission.

Skill/Ability to: coordinate program activities among numerous agencies, groups, and local governments; identify specific community needs and develop responsive programs; interpret and communicate to others relevant state and federal rules, regulations, and guidelines; demonstrate proficiency in both oral and written communication; and establish and maintain effective working relationships with officials in local, state, and federal agencies, Planning Commission program directors, private firms and the general public.

ACCEPTABLE EXPERIENCE AND TRAINING

Master's degree in public administration, regional planning, or a related field.

or bachelor's degree in public administration, regional planning, or a related field, plus at least one year of experience in community development;

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

CERTIFICATES AND LICENSES REQUIRED

* for the purpose of compliance with the Americans with Disabilities Act (ADA)

Appropriate Texas driver's license or available alternate means of transportation.

REGIONAL 9-1-1 NETWORK

Job Description: REGIONAL 9-1-1 NETWORK DIRECTOR

CLASS NO. 501

EEOC CATEGORY: Official and Administrator

PAY GROUP: 13/14

FLSA: Exempt

SUMMARY OF POSITION

Performs highly advanced planning, research, consultative, technical and program administration or direction work in the provision of emergency services to local governments. Work involves establishing program goals and objectives; developing program guidelines, procedures, policies, rules, and regulations; developing schedules, priorities, and standards for achieving program goals; evaluating program activities; developing and evaluating budget requests; and coordinating program activities. Other work involves acting as a liaison with government officials and supervising the development of local and/or regional plans or programs. Work also involves providing consultative and technical services to other governmental agencies, community organizations and the general public. Plans, assigns, and/or supervises the work of others. Works under minimal direction with extensive latitude for the use of initiative and independent judgment

ORGANIZATIONAL RELATIONSHIPS

1. Reports to: Executive Director.
2. Directs: Departmental personnel.
3. Other: Has contact with Planning Commission employees, local and state government officials, public and private organizations and groups, and the general public.

EXAMPLES OF WORK

Essential Duties*

Directs departmental staff in a variety of programmatic areas, including assigning and planning work, ensuring training, evaluating performance, and making recommendations on hiring, firing and disciplining;

Develops program guidelines, procedures and policies;

Establishes program goals and objectives; develops and/or approves schedules, priorities and standards for achieving goals;

Collects, organizes, analyzes and prepares material in answer to requests for information and for reports;

Advises local officials on planning problems and various technical phases of emergency communications projects;

Conducts meetings with local state and federal officials;

Prepares and presents speeches; participates in planning conferences; and provides advisory service to local, regional and state agencies;

Testifies at hearings and legislative meetings, as appropriate;

* for the purpose of compliance with the Americans with Disabilities Act (ADA)

Develops and implements effective techniques for evaluating programs;

Promotes effective development and use of resources for programs;

Provides consultative services to plan, implement and monitor effective programs,

Assists in identifying the need for new programs;

Analyzes the application of programs, develops action plans to improve or initiate programs;

Develops and implements departmental budget, including monitoring and approving expenditures and preparing, negotiating, and administering grants and contracts for program compliance;

Develops and implements regional plans for 9-1-1 system operations and ensures that program activities comply with local, state, and federal regulations;

Develops and maintains mapping and addressing project for the Panhandle;

Maintains knowledge of all applicable regulations and revises the regional emergency communications plan as appropriate;

Maintains knowledge of technological advancements and challenges to 9-1-1 system, including knowledge of wireless communication;

Monitors the system on a continuous basis to ensure the quality of emergency communications delivery;

Manages the independent telephone company database;

Serves as a liaison between state and local governments in establishing a regional 9-1-1 system;

Prepares and submits reports as needed for management of the Planning Commission and for grantor agencies;

Coordinates the installation of equipment with telephone companies and public safety agencies;

Assists with development of 9-1-1 data bases;

Prepares and implements public information and public education programs related to emergency communications;

Develops Call-Taker Training program;

Provides staff support for the advisory committees and the Board of Directors; and

Provides information, maintains records and files, and acts as a general resource in the area of 9-1-1 services.

Other Important Duties*

Performs such other related duties as may be assigned.

* for the purpose of compliance with the Americans with Disabilities Act (ADA)

This job description does not take into account potential reasonable accommodations.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of: local, state and federal laws and regulations relevant to program area; standard principles and practices of emergency communications planning, program development, implementation, and evaluation; local, state, and federal guidelines applicable to 9-1-1 programs; methods involved in survey information gathering and analysis; computer and communication equipment and operational procedures; law enforcement, fire, and emergency medical operations; and budgeting and grant administration practices and procedures.

Skill/Ability to: analyze and evaluate emergency communications services and activities; prepare and analyze program management reports, statements, and correspondence; develop and administer program budgets; demonstrate proficiency in both oral and written communication; and establish and maintain effective working relationships with other Planning Commission employees, local and state government officials, public and private organizations, and the general public.

ACCEPTABLE EXPERIENCE AND TRAINING

Master's degree in public administration, communications, or a related field, plus at least three years of progressively responsible experience in emergency communications;

or bachelor's degree in public administration, communications, or a related field, plus at least five years of progressively responsible experience in emergency communications;

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

CERTIFICATES AND LICENSES REQUIRED

Appropriate Texas driver's license or available alternate means of transportation.

Job Description: REGIONAL 9-1-1 NETWORK OPERATIONS COORDINATOR

CLASS NO. 503

EEOC CATEGORY: Professional

PAY GROUP: 8/9

FLSA: Exempt

SUMMARY OF POSITION

Performs advanced work in the planning, design, and management of data, software applications and hardware systems relative to the operation of the Regional 9-1-1 Network. Serves as the agencies' primary contact for technology issues relating to the provision of 9-1-1 emergency communications services to local governments. Work involves monitoring, evaluation and troubleshooting of Network resources; management of contracted Network maintenance vendors; provides 9-1-1 related technical support to local governments; coordinates the evaluation and procurement of Network technology assets; assists the Regional 9-1-1 Director in establishing program goals and objectives; assisting in the evaluation of program activities; and assisting in the development of regional plans and program budgets. May plan, assign and/or supervise the work of others. Works under minimal supervision with considerable latitude for the use of initiative and independent judgment.

ORGANIZATIONAL RELATIONSHIPS

1. **Reports to:** Regional 9-1-1 Network Director.
2. **Directs:** May supervise support personnel.
3. **Other:** Has contact with Planning Commission employees, area elected officials, state personnel, telephone service providers, local emergency services officials and general public.

EXAMPLES OF WORK

Essential Duties*

Develops and implements policies and procedures designed to ensure the integrity of Regional 9-1-1 Network technology assets;

Develops, maintains and provides training to staff and local governments on programs and procedures designed to promote effective development and use of 9-1-1 technology resources;

Assists with the continual maintenance of the ALI (automatic location identification) database;

Assists member counties and the U.S. Postal Service with the development and maintenance of rural addresses;

Provides technical assistance and staff support to Panhandle area Public Safety Answering Points (PSAP);

Coordinates the installation of equipment with telephone companies, contracted vendors, and public service agencies;

* for the purpose of compliance with the Americans with Disabilities Act (ADA)

Assists with the evaluation and procurement of hardware, software and other equipment in accordance with established procurement procedures.

Provides on-going services as a liaison between public service agencies and contracted maintenance vendors, telephone companies, database providers and other service providers;

Makes oral and written presentations to local governing bodies, committees, services organizations, law enforcement, fire and medical organizations;

Provides consultative services to plan, implement and monitor projects as requested by Planning Commission membership;

Assists in the development and implementation of departmental budget, including monitoring expenditures and assists in the preparation and administration of grants and contracts for program compliance;

Assists in the development and implementation of regional plans for 9-1-1 system operations and assists in ensuring that program activities comply with local, state and federal regulations;

Assists in the development and implementation of public information and public education programs related to emergency communications and GIS;

Maintains knowledge of technical advancements and challenges to the 9-1-1 system; and

Provides staff support for the Advisory Committee and the Board of Directors.

Other Important Duties*

Performs such other related duties as may be assigned.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of: the principles, practices and techniques of computer operating systems; computer hardware and software; GIS (Geographic Information Systems)' GPS Geographic Positioning Systems; local, state and federal laws and regulations relevant to program area; standard principles and practices of emergency communications planning, program development, implementation and evaluation; and budgeting/grant administration practices and procedures.

Skill/Ability to: analyze and evaluate problems and provide automated solutions; analyze and evaluate emergency communications services; prepare program reports, statements and correspondence; assist in the development and administration of program budgets; demonstrate proficiency in both oral and written communications and maintain effective working relationships with other Planning commission employees, public officials and the general public.

ACCEPTABLE EXPERIENCE AND TRAINING

Master's degree in computer science, geography, public administration, emergency communications or a related field, plus at least two years of progressively responsible experience in networking, database management, programming or emergency communications;

or bachelor's degree in computer science, geography, public administration, emergency communications or a related field, plus at least four years of progressively responsible experience in networking, database management, programming or emergency communications;

* for the purpose of compliance with the Americans with Disabilities Act (ADA)

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

CERTIFICATES AND LICENSES REQUIRED

Appropriate Texas driver's license or available alternate means of transportation-

Job Description: REGIONAL 9-1-1 NETWORK GEOGRAPHIC INFORMATION SYSTEMS PROGRAM SPECIALIST

CLASS NO. 505

EEOC CATEGORY: Professional

PAY GROUP: 6/7

FLSA: Exempt

SUMMARY OF POSITION

Performs advanced work in providing for the effective and efficient storage, retrieval, customization, and archiving of data by managing diverse data sets relative to the Regional 9-1-1 Network's Geographic Information System (GIS). Work involves the development and administration of the Regional 9-1-1 Network's GIS and Global Positioning System (GPS) applications. Works under minimal supervision with considerable latitude for the use of initiative and independent judgment.

ORGANIZATIONAL RELATIONSHIPS

1. **Reports to:** Regional 9-1-1 Network Director.
2. **Directs:** May supervise support personnel.
3. **Other:** Has contact with Planning Commission employees, area elected officials, telephone companies, local service organizations, private firms, and local law enforcement, fire and medical personnel.

EXAMPLES OF WORK

Essential Duties*

Develops and maintains diverse spatial data sets relative to the mapping needs of the Planning Commission and its membership;

Develops policies and procedures designed to ensure the integrity of the GIS database environment;

Develops, maintains and provides training to staff on programs and routines designed to facilitate GIS use by all staff members;

Determines standards on GIS database security;

Performs routine backups and archival of GIS data, software and operating system;

Evaluates and recommends GIS software and available data sets for potential acquisition;

Monitors the operational GIS database environment and takes corrective measures to ensure efficient performance;

Assists area telephone companies with the continual maintenance of the respective MSAG (Master Street Address Guides);

Assists member counties and the U.S. Postal Service with the development and maintenance of rural addresses;

* for the purpose of compliance with the Americans with Disabilities Act (ADA)

This job description does not take into account potential reasonable accommodations.

Provides technical assistance and staff support to Panhandle area Public Safety Answering Points (PSAP);

Makes oral and written presentations to local governing bodies, committees, services organizations, law enforcement, fire and medical organizations;

Maintains region-wide TIGER census files;

Creates specialty map products as requested by Planning Commission membership as time and resources dictate;

Develops policies and procedures to facilitate efficient data collection among Planning Commission staff and membership using Global Positioning System (GPS) receivers;

Provides technical assistance to Planning commission membership on issues relating to GPS data collection, receiver configuration, receiver maintenance and associated software problems; and

Educates Planning Commission membership about GIS and GPS concepts and assists them in analysis and problem resolution using GIS and GPS.

Other Important Duties*

Performs such other related duties as may be assigned.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of: the principles, practices and techniques of computer operating systems; computer hardware and software; GIS (Geographic Information Systems); and GPS (Geographic Positioning Systems).

Skill/Ability to: analyze and evaluate problems and provide automated solutions, maintain effective working relationships with other Planning Commission employees, public officials and the public and demonstrate proficiency in both oral and written communication.

ACCEPTABLE EXPERIENCE AND TRAINING

Master's degree in computer science, geography or a related field, plus at least two years of progressively responsible experience in networking, database management and programming;

or bachelor's degree in computer science, geography or a related field, plus at least four years of progressively responsible experience in networking, database management and programming;

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

CERTIFICATES AND LICENSES REQUIRED

Appropriate Texas driver's license or available alternate means of transportation.

* for the purpose of compliance with the Americans with Disabilities Act (ADA)

This job description does not take into account potential reasonable accommodations.

Job Description: REGIONAL 9-1-1 NETWORK PROGRAM SPECIALIST

CLASS NO. 507

EEOC CATEGORY: Professional

PAY GROUP: 6/7

FLSA: Exempt

SUMMARY OF POSITION

Performs complex planning, research, consultative, technical and program administration work. Work involves developing local and regional plans or programs and developing procedures for implementation and evaluation of plans or programs. Other work involves providing consultative and technical services to other governmental agencies, community organizations and the general public. Work also involves establishing program goals and objectives; developing program guidelines; developing schedules, priorities and standards and evaluating activities. Works under general supervision with considerable latitude for the use of initiative and independent judgment.

ORGANIZATIONAL RELATIONSHIPS

1. Reports to: Regional 9-1-1 Network Director.
2. Directs: May supervise support personnel.
3. Other: Has contact with area elected officials, telephone companies, local service organizations, private firms, and local law enforcement, fire, and medical personnel.

EXAMPLES OF WORK

Essential Duties*

- Collects, organizes and analyzes data required in the development of emergency communications;
- Assists local governments in planning and implementing phases of an addressing project;
- Assists in the preparation of emergency communications budgets;
- Makes oral and written presentations to local governing bodies, communities, service organizations, and law enforcement, fire, and medical personnel;
- Studies and analyzes operations and problems in the emergency communications field;
- Provides technical assistance and staff support to Panhandle area Public Safety Answering Points (PSAP) and elected officials;
- Surveys to ensure maps are correct;
- Orders materials for the addressing/mapping project;
- Tracks expenditures for the addressing/mapping project;
- Prepares and submits reports as needed for management of the addressing program and for grantor agencies;

* for the purpose of compliance with the Americans with Disabilities Act (ADA)

This job description does not take into account potential reasonable accommodations.

Assists with development of data bases;

Develops and coordinates training for 9-1-1 calltakers;

Develops and coordinates public education activities and materials;

Provides staff support for the advisory committees and the Board of Directors; and

Provides information, maintains records and files, and acts as a general resource in the area of addressing.

Other Important Duties*

Performs such other related duties as may be assigned.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of: local state and federal laws and regulations relevant to program area; standard principles and practices of; methods involved in survey information gathering and analysis; computer equipment and operational procedures; and law enforcement, fire, and emergency medical operations.

Skill/Ability to: analyze and evaluate addressing; prepare and analyze program management reports, statements, and correspondence; demonstrate proficiency in both oral and written communication; and establish and maintain effective working relationships with other Planning Commission employees, local and state government officials, public and private organizations, and the general public.

ACCEPTABLE EXPERIENCE AND TRAINING

Master's degree in public administration, communications, geography, or a related field.

or bachelor's degree in public administration, communications, geography, or a related field, plus at least one year of experience in emergency communications and/or mapping;

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

CERTIFICATES AND LICENSES REQUIRED

Appropriate Texas driver's license or available alternate means of transportation.

* for the purpose of compliance with the Americans with Disabilities Act (ADA)

This job description does not take into account potential reasonable accommodations.

Job Description: REGIONAL 9-1-1 NETWORK PROGRAM AIDE

CLASS NO. 509

EEOC CATEGORY: Office and Clerical

PAY GROUP: 3/4

FLSA: Non-Exempt

SUMMARY OF POSITION

Performs routine administrative support and/or technical program assistance work for the Panhandle Regional 9-1-1 Network. Work involves disseminating information, maintaining filing systems, and general administrative support work. Works under moderate supervision with limited latitude for the use of initiative and independent judgment.

ORGANIZATIONAL RELATIONSHIPS

1. Reports to: Regional 9-1-1 Network Director.
2. Directs: This is a non-supervisory position.
3. Other: Has contact with area elected officials, telephone companies, local service organizations, private firms, and local law enforcement, fire and medical personnel.

EXAMPLES OF WORK

Essential Duties*

Develops and maintains MSAGs (Master Street Address Guides) for the Texas Panhandle;

Prepares and disseminates information of public interest concerning the 9-1-1 system and services;

Repairs 9-1-1 recorder and computer equipment;

Inputs vital information submitted by the public into the 9-1-1 databases;

Files and prepares files for program documents;

Assists in preparation of special meetings, workshops and training sessions with advisory councils and public, state and federal government groups;

Assists with public education activities and the development of policies and procedures;

Types letters, memoranda, reports, and other documents;

May develop special administrative analyses and summaries of staff reports and recommendations for review by an administrator;

Makes copies of documents and materials as needed and instructed;

Maintains appointment calendars;

Coordinates and attends meetings and conferences, and takes and transcribes notes;

* for the purpose of compliance with the Americans with Disabilities Act (ADA)

This job description does not take into account potential reasonable accommodations.

Provides technical assistance to service providers to enhance the delivery of services;
Assists with gathering information for grant and contract reporting;
May train administrative support staff performing related activities;
Coordinates and/or provides staff support for special projects; and
Attends seminars and workshops as needed and approved.

Other Important Duties*

May serve as receptionist in that person's absence;
Performs such other related duties as may be assigned.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of: standard office practices and administrative procedures; spelling and punctuation; departmental policies and procedures; and records storage, retention, and disposition laws and guidelines. Knowledge of emergency communication systems helpful but not required.

Skill/Ability to: understand and follow instructions; operate a variety of office machines and word processing equipment; prepare records, reports, and correspondence neatly and professionally; proofread material to ensure accuracy; maintain accurate records of the department's business; apply correct business English, spelling, and punctuation; maintain clerical records and files with precision and accuracy; organize data; communicate effectively with the public; type at a speed of at least 50 words per minute and operate a computer using standard word processing software; and establish and maintain effective working relationships with coworkers, elected officials, and the general public.

ACCEPTABLE EXPERIENCE AND TRAINING

High school graduation, or its equivalent, plus at least two years of clerical, secretarial, and/or emergency communications experience;

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

CERTIFICATES AND LICENSES REQUIRED

Appropriate Texas driver's license or available alternate means of transportation.

* for the purpose of compliance with the Americans with Disabilities Act (ADA)

This job description does not take into account potential reasonable accommodations.

Job Description: REGIONAL 9-1-1 NETWORK DATABASE PROGRAM AIDE

CLASS NO. 511

EEOC CATEGORY: Office and Clerical

PAY GROUP: 3/4

FLSA: Non-Exempt

SUMMARY OF POSITION

Performs routine administrative support and/or technical program assistance work for the regional database/mapping program. Work involves disseminating information, maintaining database records, road sign production, and assisting with the graphic mapping systems. Works under moderate supervision with limited latitude for the use of initiative and independent judgment.

ORGANIZATIONAL RELATIONSHIPS

1. Reports to: Regional 9-1-1 Network Director.
2. Directs: This is a non-supervisory position.
3. Other: Has contact with the public, area elected officials, telephone companies, local service organizations, private firms, local law enforcement, and fire and medical personnel.

EXAMPLES OF WORK

Essential Duties*

Audits and corrects MSAGs (Master Street Address Guides) for the Texas Panhandle;

Maintains and operates a sign producing system, creating signs for 24 counties of the region;

Provides training to Local Governments on the use of sign producing systems;

Inventories and maintains supplies of materials necessary for sign production;

Corrects and maintains graphic mapping data under the supervision of the Regional 9-1-1 GIS Manager/Assistant Director;

Inputs vital information into the 9-1-1 databases;

Files and prepares files for program documents;

Assists in preparation of special meetings, workshops and training sessions with advisory councils and public, local and state government groups;

Types letters, memoranda, reports, and other documents;

May develop special administrative analyses and summaries of staff reports and recommendations for review by an administrator;

Makes copies of documents and materials as needed and instructed;

* for the purpose of compliance with the Americans with Disabilities Act (ADA)

This job description does not take into account potential reasonable accommodations.

Attends meetings and conferences, and takes and transcribes notes;

Provides technical assistance to service providers to enhance the delivery of services;

Coordinates and/or provides staff support for special projects; and

Attends seminars and workshops as needed and approved.

Other Important Duties*

Performs such other related duties as may be assigned.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of: standard office practices and administrative procedures; spelling and punctuation; departmental policies and procedures; and records storage, retention, and disposition laws and guidelines. Knowledge of emergency communication systems helpful but not required.

Skill/Ability to: understand and follow instructions; operate a variety of office machines and word processing equipment; prepare records, reports, and correspondence neatly and professionally; proofread material to ensure accuracy; maintain accurate records of the department's business; apply correct business English, spelling, and punctuation; maintain clerical records and files with precision and accuracy; organize data; communicate effectively with the public; type at a speed of at least 50 words per minute and operate a computer using standard word processing software; and establish and maintain effective working relationships with coworkers, elected officials, and the general public.

ACCEPTABLE EXPERIENCE AND TRAINING

High school graduation, or its equivalent, plus at least two years of clerical, secretarial, and/or emergency communications experience;

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

CERTIFICATES AND LICENSES REQUIRED

Appropriate Texas driver's license or available alternate means of transportation.

AREA AGENCY ON AGING

Job Description: AREA AGENCY ON AGING DIRECTOR

CLASS NO. 601

EEOC CATEGORY: Official and Administrator

PAY GROUP: 13/14

FLSA: Exempt

SUMMARY OF POSITION

Performs highly advanced planning, research, consultative, technical and program administration or direction work in the provision of services for the aging. Work involves establishing program goals and objectives; developing program guidelines, procedures, policies, rules, and regulations; developing schedules, priorities, and standards for achieving program goals; evaluating program activities; developing and evaluating budget requests; and coordinating program activities. Other work involves acting as a liaison with government and local officials and supervising the development of local and/or regional plans or programs. Work also involves providing consultative and technical services to other governmental agencies, community organizations and the general public. Plans, assigns, and/or supervises the work of others. Works under minimal direction with extensive latitude for the use of initiative and independent judgment.

ORGANIZATIONAL RELATIONSHIPS

1. **Reports to:** Executive Director.
2. **Directs:** Area Agency on Aging personnel.
3. **Other:** Has contact with representatives of local, state, and federal government agencies; public and private organizations; service providers; other program personnel; private contractors; and the general public.

EXAMPLES OF WORK

Essential Duties*

Directs departmental staff in a variety of programmatic areas, including assigning and planning work, ensuring training, evaluating performance, and making recommendations on hiring, firing and disciplining;

Establishes program goals and objectives; develops and/or approves schedules, priorities and standards for achieving goals;

Collects, organizes, analyzes and prepares material in answer to requests for information and for reports;

Advises local officials on planning problems and various technical phases of projects for the aging;

Prepares budgets, interviews job applicants and performs other administrative duties;

Conducts meetings with local state and federal officials;

Prepares and presents speeches; participates in planning conferences; and provides advisory service to local, regional and state agencies;

* for the purpose of compliance with the Americans with Disabilities Act (ADA)

Testifies at hearings and legislative meetings, as appropriate;

Promotes effective development and use of resources for programs;

Assists in identifying the need for new programs;

Analyzes the application of programs, develops action plans to improve or initiate programs;

Identifies service needs and resources for the elderly, develops ways to address gaps in existing services, and serves as an advocate for the elderly in special situations;

Negotiates all contracts and agreements to acquire services for the region's elderly;

Compiles and analyzes all statistical and program reports for all funding sources;

Develops and administers grant applications and proposals;

Prepares and implements the area plan which identifies services to be provided to the elderly of the region;

Determines allocation of funding and prepares regional budget and contracts which correspond to the objectives of the area plan;

Compiles, maintains, and analyzes data on the region's elderly population and serves as an information resource for subcontractors, aging advisory council, and general public;

Maintains liaison with aging services, including the Texas Department of Aging and Disability Services;

Develops program performance evaluation tools and other pertinent forms to aid in program planning, reporting, and monitoring responsibilities;

Reviews annual monitoring and program performance of all services;

Develops and maintains program policies and procedures and oversees their implementation;

Coordinates publicity and public relations functions to publicize and market the program;

Coordinates Area Agency on Aging Advisory Council activities;

Ensures program records, files and resource information are updated and maintained in a timely and orderly manner;

Develops training and technical assistance activities for staff, program participants, contractors, and service providers to ensure delivery of a comprehensive service system; and

Serves as a resource person to community agencies, institutions, groups and elected officials.

Other Important Duties*

Performs such other related duties as may be assigned.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

* for the purpose of compliance with the Americans with Disabilities Act (ADA)
This job description does not take into account potential reasonable accommodations.

Knowledge of: general management principles; the aging process, programs, and services; nutrition, transportation, housing, and home health programs; grant, proposal, contract, and budget preparation and analysis; local, state, and federal regulations relating to human and social service programs for the elderly, including the Older Americans Act of 1965 as amended; program development, implementation, and evaluation procedures; survey, information gathering and analysis techniques; and practices and procedures of accounting and financial operations.

Skill/Ability to: analyze and evaluate aging program services and activities; interpret and apply applicable laws, rules, and regulations; apply planning techniques; prepare reports, statements, and correspondence in a neat and legible manner; prepare grants, proposals, contracts, and budgets; supervise and motivate employees; establish and maintain effective working relationships with elderly citizens, citizen groups, service providers, state and local government officials, and the general public; and demonstrate proficiency in both oral and written communication.

ACCEPTABLE EXPERIENCE AND TRAINING

Master's degree in public administration, social science, gerontology, or a related field, plus at least three years of progressively responsible experience in the field of aging;

or bachelor's degree in public administration, social science, gerontology, or a related field, plus at least five years of progressively responsible experience in the field of aging;

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

CERTIFICATES AND LICENSES REQUIRED

Appropriate Texas driver's license or available alternate means of transportation.

Job Description: AREA AGENCY ON AGING CARE COORDINATOR

CLASS NO. 603

EEOC CATEGORY: Professional

PAY GROUP: 8/9

FLSA: Exempt

SUMMARY OF POSITION

Performs advanced case management services to assist the older adult population and their families. Work involves developing and maintaining long-term contact with clients, client families, and service providers for medical, social, educational and related service needs. Work also involves coordinating activities with and serving as a liaison to hospitals, nursing homes, other branches of the local medical community, and other human service volunteer agencies. Works under minimal supervision with considerable latitude for the use of initiative and independent judgment.

ORGANIZATIONAL RELATIONSHIPS

1. **Reports to:** Area Agency on Aging Director.
2. **Directs:** May supervise support personnel.
3. **Other:** Has regular contact with clients, clients' family members, local hospitals and other medical and human service agencies.

EXAMPLES OF WORK

Essential Duties*

Interviews client, members of client's family, and other concerned parties to obtain appropriate case assessment information, and assists, in determining eligibility for agency and other collateral care services;

Explains available sources of help to client and family;

In association with other agency staff, develops and maintains a care plan appropriate to each client's needs;

Ensures that referrals are made to appropriate resources, and follows up to ensure satisfactory outcomes occur;

Monitors agency clients to evaluate their satisfaction with and continued need for agency and other services;

Monitors flow of services to agency clients, maintains communication with agency service contractors and other referral agencies in the community, and resolves problems as they arise;

Maintains a complete case file for each agency client;

Compiles information on agency clients for routine or special reports;

Makes recommendations to management on policy and procedures changes;

Provides training, supervision, and direction to the care coordinators;

* for the purpose of compliance with the Americans with Disabilities Act (ADA)
This job description does not take into account potential reasonable accommodations.

Acts as an advocate for senior citizens at all levels of government;

Coordinates a continuum of care between hospitals and other local medical and human services agencies; and

Conducts and participates in appropriate conferences, meetings, and seminars.

Other Important Duties*

Performs such other related duties as may be assigned.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of: provisions of the Older Americans Act and applicable regulations and social service delivery systems in Texas and community resources.

Skill/Ability to: establish and maintain effective working relationships with elderly citizens, citizen groups, service providers, state and local government officials, and the general public; interview, negotiate, assess problems, and plan services; demonstrate proficiency in both oral and written communication; respect and maintain the confidentiality of client information; and be sensitive to the needs of older persons.

ACCEPTABLE EXPERIENCE AND TRAINING

Master's degree in social work, or a related field, plus at least two years of progressively responsible experience in the field of aging, nursing, social work or other human services or shall be a certified social worker or licensed to practice as a registered nurse;

or bachelor's degree in social work, or a related field, plus at least four years of progressively responsible experience in the field of aging, nursing, social work or other human services or shall be a certified social worker or licensed to practice as a registered nurse;

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

CERTIFICATES AND LICENSES REQUIRED

Certification as a social worker or a license to practice as a registered nurse; and

Appropriate Texas driver's license or available alternate means of transportation.

* for the purpose of compliance with the Americans with Disabilities Act (ADA)
This job description does not take into account potential reasonable accommodations.

Job Description: AREA AGENCY ON AGING OPERATIONS COORDINATOR

CLASS NO. 605

EEOC CATEGORY: Professional

PAY GROUP: 8/9

FLSA: Exempt

SUMMARY OF POSITION

Performs advanced planning, research, consultative, technical and program administration services. Work involves operational support to the AAA in planning, developing, coordinating, monitoring and evaluating aging services, projects, programs and fiscal compliance. Other work involves assistance to the AAA Director in the day-to-day operations of the agency and serves as a liaison between the elderly and the resources, services and opportunities that assist them in maintaining their independence. Work also provides oversight of fiscal documentation, programmatic documentation, and reports to ensure state and federal rules, regulations, and requirements are met in a manner that supports Performance Measure Testing and other auditing methods. Works under minimal supervision with considerable latitude for the use of initiative and independent judgment.

ORGANIZATIONAL RELATIONSHIPS

1. **Reports to:** Area Agency on Aging Director.
2. **Directs:** May supervise support personnel.
3. **Other:** Has regular contact with AAA staff and its service providers; representatives of local, state, and federal government agencies; public and private organizations; and other program personnel, volunteers, clients, and their families; and the general public.

EXAMPLES OF WORK

Essential Duties*

Assists the AAA Director in the day-to-day operations of the AAA with a focus on fiscal and programmatic reporting to comply with state and federal rules, regulations and requirements to meet Performance Measure Testing standards;

Assists the AAA Director in the development, implementation and maintenance of new and/or continuing projects that serve older individuals in the Panhandle region;

Assists the AAA Director in developing and administering budgets, annual plans and performance reports;

Maintains the system of computerized agency program/fiscal performance reports as specified by state and/or federal law and compiles appropriate data and completes necessary reports for all services provided through the Area Agency on Aging;

Compiles and analyzes statistical data related to program performance of AAA staff and service providers and maintains records and files in accordance with applicable rules, regulations, policies and procedures in a manner that supports state and federal requirements;

Serves as Data Systems Administrator for client information system;

Assists in conducting advisory council meetings and activities;

* for the purpose of compliance with the Americans with Disabilities Act (ADA)
This job description does not take into account potential reasonable accommodations.

Conducts vendor application/enrollment process including monitoring of application accuracy, completeness, and appropriateness of unit rates, etc;

Negotiates contract renewals and amendments, including appropriate unit rates for AAA services in compliance with state and federal regulations and serves as the AAA liaison to regional vendors and contracts; and

Interprets policies, rules or regulations and provides guidance to staff and service providers in relation to contract administration, policies, and procedures.

Other Important Duties*

Performs such other related duties as may be assigned.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of: local, state and federal laws and regulations relevant to program area; basic understanding of the aging process and its impact on the older adult population, as well as a willingness to assist in the prevention and solution of problems and awareness of aging services.

Skill/Ability to: organize and maintain computer data and reports; demonstrate proficiency in both oral and written communication; prepare reports, statements, vendor agreements, and correspondence in a neat, accurate and legible manner; establish and maintain effective working relationships with personnel of all programs within the AAA; demonstrate ability to relate to the elderly and their families; analyze and evaluate aging services programs and activities; work independently; and demonstrate a high level of organization ability.

ACCEPTABLE EXPERIENCE AND TRAINING

Master's degree in public administration, gerontology, sociology, social work, or a related field, plus at least two years of progressively responsible experience in the field of aging, nursing, social work or other human services;

or bachelor's degree in public administration, gerontology, sociology, social work or a related field, plus at least four years of progressively responsible experience in the field of aging, nursing, social work or other human services;

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

CERTIFICATES AND LICENSES REQUIRED

Certification as an Ombudsman by the Texas Department on Aging; and

Appropriate Texas driver's license or available alternate means of transportation.

* for the purpose of compliance with the Americans with Disabilities Act (ADA)
This job description does not take into account potential reasonable accommodations.

Job Description: AREA AGENCY ON AGING VOLUNTEER AND PUBLIC EDUCATION PROGRAM SPECIALIST

CLASS NO. 607

EEOC CATEGORY: Professional

PAY GROUP: 6/7

FLSA: Exempt

SUMMARY OF POSITION

Performs complex planning, research, consultative, technical and program administration services. Work involves operational support to the AAA in planning, developing, coordinating, and evaluating public education and volunteer training services. Other work involves serving as a liaison between the elderly and the resources, services and opportunities that assist them in maintaining their independence. Work also involves the oversight of meeting the region's education needs as it prepares for an aging society and the training needs for the Ombudsman and Health Insurance, Counseling and Advocacy Program volunteers. Works under general supervision with considerable latitude for the use of initiative and independent judgment.

ORGANIZATIONAL RELATIONSHIPS

1. **Reports to:** Area Agency on Aging Director.
2. **Directs:** May supervise support personnel.
3. **Other:** Has regular contact with AAA staff and its service providers; representatives of local, state, and federal government agencies; public and private organizations; and other program personnel, volunteers, clients, and their families; and the general public.

EXAMPLES OF WORK

Essential Duties*

Plans, coordinates, implements and evaluates public education needs for the region as it relates to the elderly population;

Establishes education goals and objectives; and develops schedules, priorities and standards for achieving goals;

Collects, organizes, analyzes data in the development of training and education;

Maintains up-to-date knowledge of local state and federal guidelines and policies regarding aging initiatives;

Coordinates, schedules and attends various meetings and makes presentations, as appropriate;

Assist elderly in solutions to problems concerning Medicare, Social Security, Medicaid, Trusts, Power of Attorney, guardianship, medical directives, Medicare supplemental policies, and long-term care alternatives;

Provides on-going services as a liaison between staff, clients, clients' families and service providers;

Coordinates initial and continuing certification training for Ombudsman volunteers;

* for the purpose of compliance with the Americans with Disabilities Act (ADA)
This job description does not take into account potential reasonable accommodations.

Coordinates training, testing and certification for Health Information, Counseling and Advocacy Program volunteers;

Maintains agency calendar of outreach, in-service, and educational services provided by all staff;

Coordinates educational needs for the region's elderly, their families and caregivers; and

Coordinates with regional agencies and organizations that serve the elderly to insure training needs are met throughout the region.

Other Important Duties*

Performs such other related duties as may be assigned.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of: local, state and federal laws and regulations relevant to program area; basic understanding of the aging process and its impact on the older adult population, as well as a willingness to assist in the prevention and solution of problems and awareness of aging services.

Skill/Ability to: organize and maintain education and training needs for the agency and the aging population and their caregivers throughout the region; demonstrate proficiency in both oral and written communication; prepare reports and correspondence in a neat, accurate and legible manner; establish and maintain effective working relationships with personnel of all programs within the AAA; demonstrate ability to relate to the elderly and their families; analyze and evaluate aging services programs and activities; work independently; and demonstrate a high level of organization ability.

ACCEPTABLE EXPERIENCE AND TRAINING

Master's degree in public administration, gerontology, sociology, social work, or a related field, plus at least two years of progressively responsible experience in the field of aging, nursing, social work or other human services;

or bachelor's degree in public administration, gerontology, sociology, social work or a related field, plus at least four years of progressively responsible experience in the field of aging, nursing, social work or other human services;

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

CERTIFICATES AND LICENSES REQUIRED

Certification as an Ombudsman by the Texas Department of Aging and Disability Services;

Certification as a Level I Benefits Counselor; and

Appropriate Texas driver's license or available alternate means of transportation.

* for the purpose of compliance with the Americans with Disabilities Act (ADA)
This job description does not take into account potential reasonable accommodations.

Job Description: NURSING HOME OMBUDSMAN

CLASS NO. 609

EEOC CATEGORY: Professional

PAY GROUP: 6/7

FLSA: Exempt

SUMMARY OF POSITION

Performs complex mediation work administering the Nursing Home Ombudsman program. Works involves serving as a liaison between nursing homes, their residents and families assisting them in resolving conflicts. Works also involves coordinating the Volunteer Ombudsman and Friendly Visitors programs. Works under general supervision with considerable latitude for the use of initiative and independent judgment.

ORGANIZATIONAL RELATIONSHIPS

1. **Reports to:** Area Agency on Aging Director.
2. **Directs:** This is a non-supervisory position; however, provides direction to Volunteer Ombudsmen and friendly visitors.
3. **Other:** Has regular contact with elderly residents of nursing homes and their families, organizations of the elderly, representatives of state agencies, private contractors, and the general public.

EXAMPLES OF WORK

Essential Duties*

Assists with recruiting and assigns Volunteer Ombudsmen members to long-term care facilities in the region and provides technical assistance to the volunteers;

Assists with developing and supervises the Volunteer Ombudsmen and Friendly Visitors Programs;

Visits nursing homes in the region serving as a liaison between the nursing home and the residents and their families to facilitate the best possible quality of life for the residents;

Assists with coordinating training required for the Volunteer Ombudsmen members with the State Ombudsman;

Maintains Volunteer Ombudsmen time sheets, placement assignments, and related reports;

Assists with developing bi-annual in-service education training schedule for Volunteer Ombudsmen members, and planning and conducting programs for the meetings;

Maintains a resource file and directory for all licensed long-term care facilities in the region and establishes working relationships with the administrators of these facilities;

Monitors the schedule of and participates in Texas Department of Aging and Disability Services open hearings, surveys, and exit interviews in long-term care facilities in the region and coordinates the participation of Volunteer Ombudsmen members;

Monitors, evaluates, and provides technical assistance to area aging programs, including fiscal and

* for the purpose of compliance with the Americans with Disabilities Act (ADA)
This job description does not take into account potential reasonable accommodations.

operational activities;

Provides assistance with program development;

Prepares statistical reports as required and assists with preparation of other reports;

Assists the Area Agency on Aging Director in providing staff support to advisory committee on aging;

Receives and processes complaints and requests for information;

Provides complex information on the local ombudsmen program to the Area Agency on Aging Director and other appropriate agencies and organizations in monthly and quarterly reports and as requested;

Provides complex information and education regarding the long-term care system and the rights and concerns of residents and potential residents to long-term care facilities, resident's families, community groups, and the general public;

Promotes the Nursing Home Ombudsman program through presentations and community outreach;

Assists in the evaluation of long-term care facilities and their staff;

Maintains records in accordance with applicable rules, regulations, policies, and procedures, including protecting the identity, confidentiality, and privacy of clients and/or their representatives;

Coordinates long-term care activities with adult protective services and other appropriate agencies; and

Attends educational seminars concerning the elderly and maintains close contact with other involved agencies, such as the Texas Department of Aging and Disability Services and the Department of Protective and Regulatory Services.

Other Important Duties*

Performs such other related duties as may be assigned.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of: local, state and federal laws and regulations relevant to program area; the process of aging and aging programs; nutrition services; aging grants and grant preparation; and planning techniques.

Skill/Ability to: interpret and communicate to others rules, regulations, and guidelines prepared by state and federal agencies relating to aging programs; establish and maintain effective working relationships with elderly citizens, citizen groups, ombudsman volunteers, and the general public; assess and evaluate projects; work independently; and demonstrate proficiency in both oral and written communication.

ACCEPTABLE EXPERIENCE AND TRAINING

Master's degree in public administration, gerontology, sociology, social work, or a related field.

or bachelor's degree in public administration, gerontology, sociology, social work, or a related field, plus at least one year of experience in aging programs;

* for the purpose of compliance with the Americans with Disabilities Act (ADA)

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

CERTIFICATES AND LICENSES REQUIRED

Certification as an Ombudsman by the Texas Department of Aging and Disability Services; and
Appropriate Texas driver's license or available alternate means of transportation.

**Job Description: AREA AGENCY ON AGING PROGRAM SPECIALIST
(BENEFITS COUNSELOR)**

CLASS NO. 611

EEOC CATEGORY: Professional

PAY GROUP: 6/7

FLSA: Exempt

SUMMARY OF POSITION

Performs complex case management services and mediation work. Work involves serving as a liaison between the elderly and the resources, services and opportunities that assist them in maintaining their independence and enhance their quality of life. Works under general supervision with considerable latitude for the use of initiative and independent judgment.

ORGANIZATIONAL RELATIONSHIPS

1. **Reports to:** Area Agency on Aging Director.
2. **Directs:** May supervise support personnel.
3. **Other:** Has regular contact with elderly and their families, organizations of the elderly, representatives of state agencies, private contractors, and the general public.

EXAMPLES OF WORK

Essential Duties*

Assists elderly in solutions to problems concerning Medicare, Social Security, Medicaid, Trusts, Power of Attorney, Guardianship, medical directives, Medicare Supplemental policies, long term care alternatives, prescription needs and housing issues;

Interviews clients or their authorized representatives to assess service needs;

Provides on-going services as a liaison between clients, clients' families and service providers;

Maintains client files and records in accordance with applicable rules, regulations, policies, and procedures including protecting the identity, confidentiality and privacy of clients and/or their representatives;

Attends educational seminars concerning the elderly and maintains close contact with other involved agencies;

Coordinates, schedules and attends various meetings and makes presentations, as appropriate;

Assists with the preparation of required reports; and

Provides technical assistance to Health, Information, Counseling and Advocacy Program (HICAP) volunteers.

Other Important Duties*

Performs such other related duties as may be assigned.

* for the purpose of compliance with the Americans with Disabilities Act (ADA)

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of: local, state and federal laws and regulations relevant to program area; basic understanding of the aging process and its impact on the older adult population, as well as a willingness to assist in the prevention and solution of problems and an awareness of aging services.

Skill/Ability to: a demonstrated ability to relate to the elderly and their families and an ability to establish effective working relationships with other community organizations.

ACCEPTABLE EXPERIENCE AND TRAINING

Master's degree in public administration, gerontology, sociology, social work, or a related field.

or bachelor's degree in public administration, gerontology, sociology, social work, or a related field, plus at least one year of experience in aging programs;

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

CERTIFICATES AND LICENSES REQUIRED

Appropriate Texas driver's license or available alternate means of transportation.

**Job Description: AREA AGENCY ON AGING PROGRAM SPECIALIST
(CAREGIVER SPECIALIST)**

CLASS NO. 613

EEOC CATEGORY: Professional5

PAY GROUP: 6/7

FLSA: Exempt

SUMMARY OF POSITION

Performs complex planning and research work. Work involves developing and implementing local and regional plans and programs to provide assistance to caregivers. Other work involves establishing program goals and objectives, developing priorities to address service needs and procedures for measuring progress made on plans and programs. Works under general supervision with considerable latitude for the use of initiative and independent judgment.

ORGANIZATIONAL RELATIONSHIPS

1. Reports to: Area Agency on Aging Director.
2. Directs: May supervise support personnel.
3. Other: Has regular contact with public and private agencies and organizations, service providers, other program personnel, caregivers, caregivers' family members, and the general public.

EXAMPLES OF WORK

Essential Duties*

- Collects, organizes, and analyzes data required for the maintenance of the Caregiver Support Program;
- Develops information resources on the caregiver support priorities identified for the AAA's service area;
- Prepares progress reports as required by funding agencies and/or AAA Director;
- Establishes collaborative relationships with other departments, agencies, and civic groups in furthering interest and/or action regarding the program;
- Works with local, state, and federal departments in matters concerning the coordination of plans and programs;
- Develops or assists in developing procedures for implementing the program;
- Develops or assists in developing procedures for measuring progress made on plans or programs;
- May prepare technical manuals, promotional literature, news releases, and other informational material regarding the program;
- Completes assessment of caregiver needs to accurately determine level or type of support needed;
- Provides information to caregivers about available services and assists with access to services;
- Offers individual counseling, organization of support groups and caregiving training to caregivers to assist in making decisions and solving problems relating to their caregiving roles as appropriate; and

* for the purpose of compliance with the Americans with Disabilities Act (ADA)

Authorizes supplemental services to complement the care provided by caregivers.

Other Important Duties*

Performs such other related duties as may be assigned

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of: government organization and administration; basic understanding of the aging process and its impact on the older adult population; community resources and service delivery systems; and a willingness to assist in the prevention and solution of problems.

Skill/Ability to: establish and maintain effective working relationships with elderly citizens, caregivers, and other agencies and organizations to carry out the goals of the program; identify needs, analyze information, and develop workable solutions; apply planning techniques; work independently; and demonstrate proficiency in both oral and written communication.

ACCEPTABLE EXPERIENCE AND TRAINING

Master's degree in social work, sociology, gerontology, business or public administration, or a related field;

or bachelor's degree in social work, sociology, gerontology, business or public administration or a related field, plus at least one year of experience in aging programs;

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

CERTIFICATES AND LICENSES REQUIRED

Appropriate Texas driver's license or available alternate means of transportation.

* for the purpose of compliance with the Americans with Disabilities Act (ADA)

Job Description: AREA AGENCY ON AGING PROGRAM SUPPORT AIDE

CLASS NO. 615

EEOC CATEGORY: Office and Clerical

PAY GROUP: 3/4

FLSA: Non-Exempt

SUMMARY OF POSITION

Performs moderately complex clerical work and routine administrative support and/or technical program assistance work. Work involves operational support to the AAA in the Information, Referral and Assistance, Benefits Counseling, HomeCare Options, Ombudsman, and Family Caregiver programs. Other work involves client information system data input and maintenance of general service spreadsheets for the agency. Works under moderate supervision with limited latitude for the use of initiative and independent judgment.

ORGANIZATIONAL RELATIONSHIPS

1. **Reports to:** Area Agency on Aging Director.
2. **Directs:** This is a non-supervisory position.
3. **Other:** Has contact with clients; volunteers; staff; private contractors; and the general public.

EXAMPLES OF WORK

Essential Duties*

Prepares and disseminates information;

Assists with special meetings and training activities;

Assists with public education activities;

Provides administrative and clerical support, including preparing required reports, correspondence and other documents;

May develop special administrative analyses and summaries;

Makes copies of documents and materials as needed and instructed;

Assists with recruitment of volunteers;

May provide technical assistance to volunteers;

Coordinates and/or provides staff support for special projects;

Attends seminars and workshops as needed and approved;

Maintains client files;

Enters information on various databases;

Reviews and processes vendor bills;

Provides Information, Referral and Assistance to the region's elderly, their families and caregivers; and

Serves as a backup for the Benefits Counseling/Case Management staff.

Other Important Duties*

Performs such other related duties as may be assigned.

* for the purpose of compliance with the Americans with Disabilities Act (ADA)

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of: Standard office practices and procedures; spelling and punctuation; organizational policies and procedures; and records storage.

Skill/Ability to: Work efficiently and accurately with numbers; use ten-key calculator by touch; understand and follow instructions; operate a computer using standard work processing and spreadsheet software; prepare records, reports, and correspondence neatly and professionally; proofread material to ensure accuracy; maintain records and files with precision and accuracy; communicate effectively with the public; and establish and maintain effective working relationships with agency staff and other Planning Commission employees.

ACCEPTABLE EXPERIENCE AND TRAINING

High school graduation, or its equivalent, plus at least two years of clerical, secretarial and/or aging services experience;

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

CERTIFICATES AND LICENSES REQUIRED

Appropriate Texas driver's license or available alternate means of transportation.

Job Description: AREA AGENCY ON AGING PROGRAM CLERK

CLASS NO. 617

EEOC CATEGORY: Office and Clerical

PAY GROUP: 1/2

FLSA: Non-Exempt

SUMMARY OF POSITION

Performs moderately complex clerical work. Work involves assistance to the AAA in the Information, Referral and Assistance, Benefits Counseling, HomeCare Options, Ombudsman, and Family Caregiver programs. Other work involves client information system data input and maintenance of general service spreadsheets for the agency. Works under moderate supervision with limited latitude for the use of initiative and independent judgment.

ORGANIZATIONAL RELATIONSHIPS

1. **Reports to:** Area Agency on Aging Director.
2. **Directs:** This is a non-supervisory position.
3. **Other:** Has contact with clients; volunteers; staff; private contractors; and the general public.

EXAMPLES OF WORK

Essential Duties*

Prepares and disseminates information;

Provides clerical assistance, including preparing reports, correspondence and other documents;

Makes copies of documents and materials as needed and instructed;

Assists staff with special projects;

Maintains client files;

Assembles mailings;

Enters information on various databases and

Reviews and processes vendor bills.

Other Important Duties*

Performs such other related duties as may be assigned.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of: Standard office practices and procedures; spelling and punctuation; organizational policies and procedures; and records storage.

Skill/Ability to: Work efficiently and accurately with numbers; use ten-key calculator by touch; understand and follow instructions; operate a computer using standard work processing and

* for the purpose of compliance with the Americans with Disabilities Act (ADA)

spreadsheet software; prepare records, reports, and correspondence neatly and professionally; proofread material to ensure accuracy; maintain records and files with precision and accuracy; communicate effectively with the public; and establish and maintain effective working relationships with agency staff and other Planning Commission employees.

ACCEPTABLE EXPERIENCE AND TRAINING

High school graduation, or its equivalent, plus at least two years of clerical, secretarial and/or aging services experience;

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

CERTIFICATES AND LICENSES REQUIRED

Appropriate Texas driver's license or available alternate means of transportation.

WORKFORCE DEVELOPMENT

Job Description: WORKFORCE DEVELOPMENT DIRECTOR

CLASS NO. 701

EEOC CATEGORY: Official and Administrator

PAY GROUP: 13/14

FLSA: Exempt

SUMMARY OF POSITION

Performs highly advanced planning, research, consultative, technical and program administration or direction work in the provision of workforce development services. Work involves establishing program goals and objectives; developing program guidelines, procedures, policies, rules, and regulations; developing schedules, priorities, and standards for achieving program goals; evaluating program activities; developing and evaluating budget requests; and coordinating program activities. Other work involves acting as a liaison with government officials and supervising the development of local and/or regional plans or programs. Work also involves providing consultative and technical services to other governmental agencies, community organizations and the general public. Plans, assigns, and/or supervises the work of others. Works under minimal direction with extensive latitude for the use of initiative and independent judgment.

ORGANIZATIONAL RELATIONSHIPS

1. **Reports to:** Executive Director.
2. **Directs:** Departmental personnel.
3. **Other:** Works closely with departmental staff; representatives of local, state, and federal agencies; contractors; local businesses; and the general public.

EXAMPLES OF WORK

Essential Duties *

Develops, oversees the implementation of, and evaluates various workforce training programs, ensuring that programs are in compliance with applicable laws and regulations;

Maintains up-to-date knowledge of state and federal laws and rules governing workforce development programs and informs staff and participants of necessary changes and/or updates;

Prepares and implements departmental budget, including monitoring and approving expenditures and preparing, negotiating, and administering grants and contracts for program compliance;

Coordinates program activities with other agency departments and serves as liaison to various policy and advisory committees, governmental agencies, local officials, and community and private sector organizations on matters relating to program activities;

Provides technical assistance to staff and service providers to assure delivery of a comprehensive service system;

Directs departmental staff in a variety of programmatic areas, including assigning and planning work, ensuring training, evaluating performance, and making recommendations on hiring, firing and disciplining;

Establishes program goals and objectives; develops and/or approves schedules, priorities and standards for achieving goals;

Collects, organizes, analyzes and prepares material in answer to requests for information and for reports;

* for the purpose of compliance with the Americans with Disabilities Act (ADA)
This job description does not take into account potential reasonable accommodations.

Advises local officials on planning problems and various technical phases of workforce development projects;

Interviews job applicants and performs other administrative duties;

Conducts meetings with local state and federal officials;

Prepares and presents speeches; participates in planning conferences; and provides advisory service to local, regional and state agencies;

Testifies at hearings and legislative meetings, as appropriate;

Develops and implements effective techniques for evaluating programs;

Promotes effective development and use of resources for programs;

Provides consultative services to plan, implement and monitor effective programs;

Assists in identifying the need for new programs;

Analyzes the application of programs, develops action plans to improve or initiate programs;

Schedules, coordinates, and attends various meetings, briefings, seminars, and training sessions as appropriate;

Coordinates the preparation and submission of program documents, including grant applications, plans, contracts, requests for proposals, and various other program reports;

Ensures program records and files are properly maintained and updated;

Serves as contact person in negotiations with funding agencies at the state and federal level and with elected officials, private organizations, and businesses; and

Oversees the development of the department's work plan, assigns work activities and projects, monitors work flow, and evaluates products, methods, and procedures for compliance requirements.

Other Important Duties*

Performs such other related duties as may be assigned.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of: supervisory techniques; budgetary processes and procedures; and laws and regulations governing the development and implementation of employment and training programs.

Skill/Ability to: supervise and motivate employees; establish and maintain effective working relationships with representatives of local, state, and federal agencies, contractors, local businesses, and the general public; demonstrate proficiency in both oral and written communication; understand, apply, and communicate to others rules, regulations, and guidelines prepared by state and federal agencies relating to employment and training programs; prepare proposals and administer grants and contracts; operate a computer using standard word processing and spreadsheet software packages; and develop and administer program budget.

ACCEPTABLE EXPERIENCE AND TRAINING

Master's degree in public administration, business, social science, education, or a related field, plus at least three years of progressively responsible experience in workforce development;

* for the purpose of compliance with the Americans with Disabilities Act (ADA)

or bachelor's degree in public administration, business, social science, education, or a related field, plus at least five years of progressively responsible experience in workforce development;

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

CERTIFICATES AND LICENSES REQUIRED

Appropriate Texas driver's license or available alternate means of transportation.

Job Description: WORKFORCE DEVELOPMENT ASSISTANT DIRECTOR / BUDGET, CONTRACTS AND MONITORING MANAGER

CLASS NO. 703

EEOC CATEGORY: Professional

PAY GROUP: 11/12

FLSA: Exempt

SUMMARY OF POSITION

Performs advanced planning, research, consultative, technical and program administration work. Work involves developing local and regional plans or programs and developing procedures for implementation and evaluation of plans or programs. Other work involves providing consultative and technical services to other governmental agencies, community organizations and the general public. Work also involves establishing program goals and objectives; developing program guidelines; developing schedules, priorities and standards and evaluating activities. Works under limited direction with extensive latitude for the use of initiative and independent judgment.

ORGANIZATIONAL RELATIONSHIPS

1. **Reports to:** Workforce Development Director.
2. **Directs:** Workforce Development Program Specialist (Monitoring/Fiscal), Workforce Development Program Specialist (Monitoring), and Workforce Development Contract Services Administrative Assistant.
3. **Other:** Works with departmental staff, program clients, contractors, representatives of governmental agencies, and the general public.

EXAMPLES OF WORK

Essential Duties*

Assists the Workforce Development Director with administration of the department and supervises associated staff in his/her absence;

Budgets and supervises the utilization of workforce funds;

Prepares financial information for program management and Board reporting;

Procures, negotiates, and prepares contracts, renewals and amendments with service deliverers and other vendors;

Negotiates and prepares memoranda of understanding with other agencies and organizations;

Supervises processing of contractor-authorized payments to program participants, employers, training institutions, and vendors of supportive services;

Manages departmental monitoring personnel and activities, including risk assessment and resolution of associated findings;

Serves as the designated workforce development Equal Opportunity Officer and 504 Coordinator to conduct or facilitate all related activities;

* for the purpose of compliance with the Americans with Disabilities Act (ADA)
This job description does not take into account potential reasonable accommodations.

Serves as the designated workforce development staff to receive all associated complaints and appeals and to facilitate the processes for determination and resolution;

Manages departmental personnel responsible for TWC and State agency applications access, security and data integrity;

Identifies and recommends program policies and procedures, and provides associated clarification, guidance and instructions to contractors;

Coordinates program activities with other agency departments and serves as liaison to various policy and advisory committees, governmental agencies, local officials, and community and private sector organizations on matters relating to program activities;

Provides support to policy and advisory groups as assigned;

Maintains up-to-date knowledge of local, state, and federal guidelines and policies governing workforce development programs;

Coordinates, schedules, and attends various meetings and seminars and makes presentations.

Other Important Duties*

Performs such other related duties as may be assigned.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of: local, state, and federal guidelines and policies governing workforce training programs; education, and human service; methods involved in information gathering and statistical analysis.

Skill/Ability to: understand, apply, and communicate to others rules, regulations, and guidelines prepared by state and federal agencies relating to eligibility for participation in child care programs and to compliance on program reporting requirements; establish and maintain effective working relationships with co-workers, program clients, subcontractors, representatives of governmental agencies, and the general public; demonstrate proficiency in both oral and written communication; analyze, evaluate, prepare and plan workforce training programs; prepare reports; conduct statistical analysis; and develop or assist in developing and implementing program budget.

ACCEPTABLE EXPERIENCE AND TRAINING

Master's degree in public administration, social science, education, or a related field, plus at least two years of progressively responsible experience in workforce development;

or bachelor's degree in public administration, social science, education, or a related field, plus at least four years of progressively responsible experience in workforce development;

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

CERTIFICATES AND LICENSES REQUIRED

Appropriate Texas driver's license or available alternate means of transportation.

* for the purpose of compliance with the Americans with Disabilities Act (ADA)
This job description does not take into account potential reasonable accommodations.

Job Description: WORKFORCE DEVELOPMENT PLANNING, INFORMATION AND EVALUATION MANAGER

CLASS NO. 705

EEOC CATEGORY: Professional

PAY GROUP: 10/11

FLSA: Exempt

SUMMARY OF POSITION

Performs advanced planning, research, consultative, technical and program administration work. Work involves developing local and regional plans or programs and developing procedures for implementation and evaluation of plans or programs. Other work involves providing consultative and technical services to other governmental agencies, community organizations and the general public. Work also involves establishing program goals and objectives; developing program guidelines; developing schedules, priorities and standards and evaluating activities. Works under limited direction with extensive latitude for the use of initiative and independent judgment.

ORGANIZATIONAL RELATIONSHIPS

1. **Reports to:** Workforce Development Director.
2. **Directs:** This is a non-supervisory position.
3. **Other:** Works with departmental staff, program participants, training institutions, employers, contractors, representatives of governmental agencies, employers, and the general public.

EXAMPLES OF WORK

Essential Duties*

Prepares plans and grant applications in order to obtain funding for various workforce development programs;

Collects, organizes and analyzes labor market and demographic information required in the development of various planning and informational documents;

Prepares and distributes program policies and procedures, and provides associated clarification, guidance and instructions to contractors;

Produces client and performance reports required for program management;

Evaluates program performance and operational effectiveness;

Reviews and approves actions taken to ensure the integrity of TWIST data;

Manages the eligible training providers system for the region;

Serves as the designated Public Information Officer;

Assists in performance of departmental monitoring activities;

* for the purpose of compliance with the Americans with Disabilities Act (ADA)
This job description does not take into account potential reasonable accommodations.

Maintains up-to-date knowledge of local, state, and federal guidelines and policies governing workforce development programs;

Coordinates program activities with other agency departments and serves as liaison to various policy and advisory committees, governmental agencies, local officials, and community and private sector organizations on matters relating to program activities;

Provides support to policy and advisory groups as assigned; and

Coordinates, schedules, and attends various meetings and seminars and makes presentations.

Other Important Duties*

Performs such other related duties as may be assigned.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of: local, state, and federal guidelines and policies governing workforce training programs, education, and human service; methods involved in information gathering and statistical analysis.

Skill/Ability to: understand, apply, and communicate rules, regulations, and guidelines prepared by state and federal agencies relating to eligibility for participation in employment and training programs and to compliance on program reporting requirements; establish and maintains effective working relationships with co-workers, program participants, training institutions, subcontractors, representatives of governmental agencies, local employers, and the general public; demonstrate proficiency in both oral and written communication; analyze, evaluate, prepare and plan workforce training programs; prepare reports; conduct statistical analysis; and develop or assist in developing and implementing program budget.

ACCEPTABLE EXPERIENCE AND TRAINING

Master's degree in public administration, social science, education, or a related field, plus at least two years of progressively responsible experience in workforce development;

or bachelor's degree in public administration, social science, education, or a related field, plus at least four years of progressively responsible experience in workforce development;

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

CERTIFICATES AND LICENSES REQUIRED

Appropriate Texas driver's license or available alternate means of transportation-

* for the purpose of compliance with the Americans with Disabilities Act (ADA)
This job description does not take into account potential reasonable accommodations.

Job Description: WORKFORCE DEVELOPMENT FACILITIES, TRAINING AND SUPPORT COORDINATOR

CLASS NO. 707

EEOC CATEGORY: Professional

PAY GROUP: 8/9

FLSA: Exempt

SUMMARY OF POSITION

Performs advanced planning, research, consultative, technical and program administration work. Work involves developing local and regional plans or programs and developing procedures for implementation and evaluation of plans or programs. Other work involves providing consultative and technical services to other governmental agencies, community organizations and the general public. Work also involves establishing program goals and objectives; developing program guidelines; developing schedules, priorities and standards and evaluating activities. Works under minimal supervision with considerable latitude for the use of initiative and independent judgment.

ORGANIZATIONAL RELATIONSHIPS

1. **Reports to:** Workforce Development Director.
2. **Directs:** This is not a supervisory position.
3. **Other:** Works with departmental staff, program participants, contractors, area employers, representatives of governmental agencies, and the general public.

EXAMPLES OF WORK

Essential Duties*

Secures facilities and provides the associated management services that include, but are not limited to, the procurement, negotiation and preparation of leases and contracts, and purchases of related equipment, furnishings and services.

Ensures the operational adequacy of facility-related connectivity and communications systems;

Evaluates facility-related needs, prepares budgets and maintains inventory of departmental property;

Plans, procures and oversees the delivery of training for departmental and workforce center staff;

Coordinates the development, procurement and distribution of program marketing materials, publications and departmental website;

Manages the receipt, review and dissemination of grants, procurements, contracts, leases and memorandums of understanding;

Assists Director with the Panhandle Workforce Development Board and Consortium's Governing Body activities;

Recommends program policies and procedures, and provides associated clarification, guidance and instructions to contractors;

Assists in performance of departmental monitoring activities;

Maintains up-to-date knowledge of local, state, and federal guidelines and policies governing workforce development programs;

* for the purpose of compliance with the Americans with Disabilities Act (ADA)
This job description does not take into account potential reasonable accommodations.

Coordinates program activities with other agency departments and serves as liaison to various policy and advisory committees, governmental agencies, local officials, and community and private sector organizations on matters relating to program activities;

Provides support to policy and advisory groups as assigned; and

Coordinates, schedules, and attends various meetings and seminars and makes presentations.

Other Important Duties*

Performs such other related duties as may be assigned.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of: local, state, and federal guidelines and policies governing workforce training programs; supervisory techniques; budgetary processes and procedures; and contract development and administration.

Skill/Ability to: understand, apply, and communicate to others rules, regulations, and guidelines prepared by state and federal agencies relating to workforce training programs; supervise and motivate employees; establish and maintain effective working relationships with representatives of governmental agencies, coworkers, program participants, local employers, training institutions and the general public; demonstrate proficiency in both oral and written communication; and analyze and interpret data.

ACCEPTABLE EXPERIENCE AND TRAINING

Master's degree in public administration, social science, or a related field, plus at least two years of progressively responsible experience in workforce development information systems management;

or bachelor's degree in public administration, social science, or a related field, plus at least four years of progressively responsible experience in workforce development information systems management;

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

CERTIFICATES AND LICENSES REQUIRED

Appropriate Texas driver's license or available alternate means of transportation.

* for the purpose of compliance with the Americans with Disabilities Act (ADA)
This job description does not take into account potential reasonable accommodations.

Job Description: WORKFORCE DEVELOPMENT PROGRAM SPECIALIST (MONITORING)

CLASS NO. 709

EEOC CATEGORY: Professional

PAY GROUP: 6/7

FLSA: Exempt

SUMMARY OF POSITION

Performs complex planning, research, consultative, technical and program administration work. Work involves developing local and regional plans or programs and developing procedures for implementation and evaluation of plans or programs. Other work involves providing consultative and technical services to other governmental agencies, community organizations and the general public. Work also involves establishing program goals and objectives; developing program guidelines; developing schedules, priorities and standards and evaluating activities. Works under general supervision with considerable latitude for the use of initiative and independent judgment.

ORGANIZATIONAL RELATIONSHIPS

1. **Reports to:** Workforce Development Assistant Director/Budget, Contracts and Monitoring Manager.
2. **Directs:** This is a non-supervisory position.
3. **Other:** Works with departmental staff, contractors, program participants, area employers, representatives of governmental agencies, and the general public.

EXAMPLES OF WORK

Essential Duties*

Conducts periodic reviews of contractor program compliance and performance;

Prepares written reports on review results, including any findings and related recommendations;

Performs reviews and/or investigations to support the processing of Board-level complaints and appeals;

Provides assistance with contract services and program specific projects as needed;

Serves as liaison for child care issues with various area stakeholders, local governments and State agencies;

Assists in development of program policies, procedures;

Maintains up-to-date knowledge and resources regarding local, state and federal guidelines and policies governing workforce development programs; and

Attends conferences, seminars, workshops and various meetings as needed.

* for the purpose of compliance with the Americans with Disabilities Act (ADA)
This job description does not take into account potential reasonable accommodations.

Other Important Duties*

Performs such other related duties as may be assigned.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of: local, state, and federal guidelines and policies governing workforce training programs; education, and human service; methods involved in information gathering and statistical analysis.

Skill/Ability to: understand, apply, and communicate to others rules, regulations, and guidelines prepared by state and federal agencies relating to eligibility for participation in child care programs and to compliance on program reporting requirements; establish and maintain effective working relationships with co-workers, program clients, subcontractors, representatives of governmental agencies, and the general public; demonstrate proficiency in both oral and written communication; analyze, evaluate, prepare and plan workforce training programs; prepare reports; conduct statistical analysis; and develop or assist in developing and implementing program budget.

ACCEPTABLE EXPERIENCE AND TRAINING

Master's degree in public administration, business, social science, education, or a related field.

or bachelor's degree in public administration, business, social science, education, or a related field, plus at least one year of experience in workforce development;

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

CERTIFICATES AND LICENSES REQUIRED

Appropriate Texas driver's license or available alternate means of transportation.

Job Description: WORKFORCE DEVELOPMENT PROGRAM SPECIALIST (MONITORING/FISCAL)

CLASS NO. 711

EEOC CATEGORY: Professional

PAY GROUP: 6/7

FLSA: Exempt

SUMMARY OF POSITION

Performs complex planning, research, consultative, technical, and program administrative work. Work involves planning, collecting, reviewing and evaluating fiscal and program information and records associated with workforce development programs. Other work involves providing consultative and technical services to other governmental agencies, community organizations and the general public. Work also involves establishing program goals and objectives; developing program guidelines; developing schedules, priorities and standards; and evaluating activities. Works under general supervision with considerable latitude for the use of initiative and independent judgment.

ORGANIZATIONAL RELATIONSHIPS

1. **Reports to:** Workforce Development Assistant Director/Budget, Contracts and Monitoring Manager.
2. **Directs:** This is not a supervisory position.
3. **Other:** Works with departmental staff, contractors, program participants, area employers, representatives of governmental agencies, and the general public.

EXAMPLES OF WORK

Essential Duties*

Performs new and periodic contractor evaluations and makes recommendations for awards and/or renewals;

Prepares and updates as necessary contractor risk assessments;

Plans, schedules and implements departmental monitoring activities to include coordination with contractors and funding agencies;

Conducts periodic reviews of contractor fiscal and program compliance and performance;

Prepares written reports on review results, including any findings and related recommendations;

Coordinates and consolidates reporting of fiscal and program reviews and ensures the resolution of findings;

Reviews and/or investigates reports of suspected fraud, monitors compliance with funding agency and local requirements and tracks and reports on resolution efforts;

Assists in the preparation of departmental budgets to include analysis of funds availability, utilization, spending projections and reporting;

* for the purpose of compliance with the Americans with Disabilities Act (ADA)
This job description does not take into account potential reasonable accommodations.

Manages the resolution of local TWIST support requests and serves as the designated local point-of contact with the TWIST Support Desk;

Recommends approval or disapproval of TWIST data integrity change requests;

Performs routine and special TWIST queries and reports as requested;

Assists in development of program policies, procedures; and

Maintains up-to-date knowledge and resources regarding local, state and federal guidelines and policies governing workforce development programs;

Attends conferences, seminars, workshops and various meetings as needed.

Other Important Duties*

Performs such other related duties as may be assigned.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of: local, state and federal guidelines and policies governing workforce development programs; methods of information gathering, evaluation and analysis; budget processes and procedures; governmental fiscal/financial practices.

Skill/ability to: plan and coordinate work activities with other entities; evaluate compliance with local, state and federal guidelines for workforce development programs; communicate results through effective and informative reports; perform research and analysis related to budgets and spending; establish and maintain effective working relationships with co-workers, subcontractors, representatives of governmental agencies and the public; demonstrate proficiency in oral and written communication; use standard and customized office software to perform assigned duties.

ACCEPTABLE EXPERIENCE AND TRAINING

Master's degree in public administration, business, education, or a related field;

or bachelor's degree in public administration, business, social service, education or a related field, plus at least one year of experience in workforce development;

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

CERTIFICATES AND LICENSES REQUIRED

Appropriate Texas driver's license or available alternate means of transportation.

* for the purpose of compliance with the Americans with Disabilities Act (ADA)

**Job Description: WORKFORCE DEVELOPMENT CONTRACT SERVICES
ADMINISTRATIVE ASSISTANT**

CLASS NO. 713

EEOC CATEGORY: Office and Clerical

PAY GROUP: 5/6

FLSA: Non-Exempt

SUMMARY OF POSITION

Performs moderately complex accounting services related to contract administration. Work involves receiving, reviewing and processing participant payrolls and payables for inclusion into the Workforce Development program's financial accounting system. Works under general supervision with moderate latitude for initiative and independent judgment.

ORGANIZATIONAL RELATIONSHIPS

1. **Reports to:** Workforce Development Assistant Director/Budget, Contracts and Monitoring Manager.
2. **Directs:** This is a non-supervisory position.
3. **Other:** Works with departmental staff, program participants and their families, contractors, training institutions, employers, representatives of governmental agencies, and the general public.

EXAMPLES OF WORK

Essential Duties*

Receives, reviews and verifies participant timesheets and enters data into payroll system;

Receives payment authorizations issued by contractor and reviews them for proper approval, fund coding and documentation;

Receives invoices and statements from vendors based on payment authorizations and processes related accounts payable vouchers;

Coordinates any related changes or corrections with contractor and vendors;

Enters authorization and payment data into client payables system and produces reports as requested;

Receives, reports and tracks participant job injuries,

Maintains a contract and worksite numbering system for non-financial and on-the-job training agreements;

Coordinates and maintains security management for local access to all State agency applications supported by or through TWC including but not limited to TWIST, BAPA, and SAVERR;

Maintains filing systems for participant payrolls and payables documentation;

* for the purpose of compliance with the Americans with Disabilities Act (ADA)

Maintains an inventory of departmental forms and orders new forms as needed;

Maintains up to date knowledge of local, state and federal guidelines and policies governing workforce development programs; and

Attends workshops and meetings as required.

Other Important Duties*

Performs such other related duties as may be assigned.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of: local, state, and federal laws and regulations relevant to program area; workforce training program intake procedures.

Skill/Ability to: establish effective working relationships with coworkers, program participants, contractors, training institutions, employers, and the general public; demonstrate proficiency in both oral and written communication; operate a computer using standard word processing and spreadsheet software packages; maintain clerical records and files; organize data; type accurately at a speed of at least 50 words per minute.

ACCEPTABLE EXPERIENCE AND TRAINING

Bachelors degree in accounting, or a related field;

or high school graduation, or its equivalent, plus at least two years of clerical, secretarial and/or workforce development program experience;

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

CERTIFICATES AND LICENSES REQUIRED

Appropriate Texas driver's license or alternate means of transportation.

* for the purpose of compliance with the Americans with Disabilities Act (ADA)
This job description does not take into account potential reasonable accommodations.

**Job Description: WORKFORCE DEVELOPMENT
PROGRAM AIDE (CONTRACT SERVICES)**

CLASS NO. 715

EEOC CATEGORY: Office and Clerical

PAY GROUP: 3/4

FLSA: Non-Exempt

SUMMARY OF POSITION

Performs routine administrative support and/or technical program assistance work. Work involves collecting and processing client and fiscal information and records associated with Workforce Development programs. Works under moderate supervision with limited latitude for use of initiative and independent judgment.

ORGANIZATIONAL RELATIONSHIPS

1. Reports to: Workforce Development Assistant Director/Budget, Contracts and Monitoring Manager.
2. Directs: This is a non-supervisory position.
3. Other: Works with departmental staff, program participants and their families, contractors, training institutions, employers, representatives of governmental agencies, and the general public.

EXAMPLES OF WORK

Essential Duties*

- Receives billing claims from service providers and reviews for appropriate authorization and accuracy;
- Coordinates necessary changes or corrections with service providers;
- Submits approved claims for processing through the State's data collections system;
- Assists with payment processing and disbursements;
- Collects service provider payment information and updates records as necessary;
- Assists with client payables, participant payrolls and other contract services;
- Maintains up to date knowledge of local, state and federal guidelines and policies governing workforce training programs;
- Attends workshops and meetings as required.

Other Important Duties*

Performs such other related duties as may be assigned.

* for the purpose of compliance with the Americans with Disabilities Act (ADA)
This job description does not take into account potential reasonable accommodations.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of: local, state, and federal laws and regulations relevant to program area; workforce training program intake procedures.

Skill/Ability to: establish effective working relationships with coworkers, program participants, contractors, training institutions, employers, and the general public; demonstrate proficiency in both oral and written communication; operate a computer using standard work processing and spreadsheet software packages; maintain clerical records and files with precision and accuracy, organize data; type accurately at a speed of at least 50 words per minute.

ACCEPTABLE EXPERIENCE AND TRAINING

High school graduation, or its equivalent, plus at least two years of clerical, secretarial and/or workforce development program experience;

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

CERTIFICATES AND LICENSES REQUIRED

Appropriate Texas driver's license or available alternate means of transportation.

ECONOMIC DEVELOPMENT

Job Description: ECONOMIC DEVELOPMENT DIRECTOR

CLASS NO. 801

EEOC CATEGORY: Official and Administrator

PAY GROUP: 13/14

FLSA: Exempt

SUMMARY OF POSITION

Performs highly advanced planning, research, consultative, technical and program administration or direction work in the provision of economic development services. Work involves establishing program goals and objectives; developing program guidelines, procedures, policies, rules, and regulations; developing schedules, priorities, and standards for achieving program goals; evaluating program activities; developing and evaluating budget requests; and coordinating program activities. Other work involves acting as a liaison with government officials and supervising the development of local and/or regional plans or programs. Work also involves providing consultative and technical services to other governmental agencies, community organizations and the general public. Plans, assigns, and/or supervises the work of others. Works under minimal direction with extensive latitude for the use of initiative and independent judgment.

ORGANIZATIONAL RELATIONSHIPS

1. **Reports to:** Executive Director.
2. **Directs:** Departmental personnel.
3. **Other:** Works with local, state, and federal government agencies; and has contact with program directors of the Planning Commission, area elected officials, private firms, consultants, and the general public.

EXAMPLES OF WORK

Essential Duties*

Directs departmental staff in a variety of programmatic areas, including assigning and planning work, ensuring training, evaluating performance, and making recommendations on hiring, firing and disciplining;

Develops program guidelines, procedures and policies;

Establishes program goals and objectives; develops and/or approves schedules, priorities and standards for achieving goals;

Collects, organizes, analyzes and prepares material in answer to requests for information and for reports;

Advises local officials on planning problems and various technical phases of economic development communications projects;

Conducts meetings with local state and federal officials;

Prepares and presents speeches; participates in planning conferences; and provides advisory service to local, regional and state agencies;

* for the purpose of compliance with the Americans with Disabilities Act (ADA)

Testifies at hearings and legislative meetings, as appropriate;

Develops and implements effective techniques for evaluating programs;

Promotes effective development and use of resources for programs;

Provides consultative services to plan, implement and monitor effective programs,

Assists in identifying the need for new programs;

Analyzes the application of programs, develops action plans to improve or initiate programs.

Develops and implements departmental budget, including monitoring and approving expenditures and preparing, negotiating, and administering grants and contracts for program compliance;

Compiles the economic development program design of the annual work program for the Planning Commission;

Conducts base studies of the region's geographic, population, and economic characteristics and analyzes the data in terms of the region's economic development potential;

Provides economic development planning assistance to local governments;

Provides staff and administrative support to the Texas Panhandle Regional Development Corporation;

Assists with gathering and disseminating demographic and census information;

Provides staff support to policy committees or groups as may be assigned;

Makes presentations to the Planning Commission's Board of Directors;

Prepares special reports and plans as required;

Maintains current knowledge of laws, regulations, assistance programs, and financing methods in a variety of subject areas through reading and studying new procedures and guidelines, attending workshops and seminars, and attending agency organizational meetings;

Prepares proposals for grants and contracts and packages loans;

Represents the Planning Commission in negotiations with funding agencies at the state and federal levels, with area elected officials and private firms, and before the general public;

Assists in encouraging tourism by promoting cultural opportunities, recreational facilities, and historic sites within the region and by distributing informational materials about the region;

Promotes the region's potential for economic growth through agricultural resource development and improvements in health, education, recreation, transportation, and environmental facilities and programs;

Plans and organizes workshops and public hearings related to specific subject areas; and

Assists in the review of proposed economic development programs and projects to assure consistency with local and regional plans.

Other Important Duties*

Performs such other related duties as may be assigned.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of: local, state, and federal laws and regulations relevant to program area; principles and practices used in the planning and administration of community and economic development programs; and principles and practices used in budgeting, grants administration, quantitative and statistical analysis; and principles and practices of finance.

Skill/Ability to: coordinate economic development activities among numerous agencies, groups and local governments; identify specific planning needs and develop responsive programs; interpret and communicate other relevant state and federal rules, regulations, and guidelines; demonstrate proficiency in both oral and written communication; supervise and motivate employees; and establish and maintain effective working relationships with local, state, and federal agencies, policy and advisory committees of the Planning Commission, private contractors, and the general public.

ACCEPTABLE EXPERIENCE AND TRAINING

Master's degree in business, public administration, finance, or a related field, plus at least three years of progressively responsible experience in economic development;

or bachelor's degree in business, public administration, finance, or a related field, plus at least five years of progressively responsible experience in economic development;

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

CERTIFICATES AND LICENSES REQUIRED

Appropriate Texas driver's license or available alternate means of transportation.

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This job description does not take into account potential reasonable accommodations.

Job Description: CONTRACT PROCUREMENT CENTER COORDINATOR

CLASS NO. 803

EEOC CATEGORY: Professional

PAY GROUP: 8/9

FLSA: Exempt

SUMMARY OF POSITION

Performs advanced research, consultative, technical and program administration work. Work involves developing local and regional programs and developing procedures for implementation and evaluation of programs. Other work involves providing consultative and technical services to client businesses, governmental agencies, and the general public. Work also involves establishing program goals and objectives; developing program guidelines; developing schedules, priorities and standards and evaluating activities. Works under minimal supervision with considerable latitude for the use of initiative and independent judgment.

ORGANIZATIONAL RELATIONSHIPS

1. **Reports to:** Economic Development Director.
2. **Directs:** May supervise support personnel.
3. **Other:** Has regular contact with representatives of local, state, and federal government agencies and local service organizations; and works closely with area elected officials, private firms, consultants, and the general public.

EXAMPLES OF WORK

Essential Duties*

Collects, organizes and analyzes data required in the development of programs;

Performs the daily administration of the Contract Procurement Center, including developing, organizing, and scheduling program and project activities to implement the overall program;

Recommends and coordinates activities to produce a more effective Contract Procurement Center;

Provides administrative and technical assistance to local governments and private businesses in the areas of government procurement;

Makes oral and written presentations to local governing bodies, the Planning Commission's Board of Directors, the media and other organizations and groups;

Recommends and coordinates activities to produce a more effective program;

Coordinates workshops and seminars in the area of government contracting and economic development;

Reviews and makes recommendations on federal, state, and local plans and programs under the Texas Review and Comment System (TRACS);

Maintains current knowledge of laws, regulations, assistance programs, and financing methods in a

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variety of subject areas;

Maintains current general knowledge of Planning Commission activities and represents the PRPC in daily work contacts;

Attends conferences, seminars, and workshops as needed; and

Promotes ongoing region-wide communication and cooperation on matters of mutual concern.

Other Important Duties*

Performs such other related duties as may be assigned.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of: local, state and federal laws and regulations relevant to program area; administrative/planning principles; contract procurement policies and procedures; state and federal rules, regulations, and guidelines related to government procurement and economic development; and budgeting and grant preparation techniques.

Skill/Ability to: apply administrative/planning and budgeting techniques; interpret and communicate to others state and federal rules, regulations, and guidelines; demonstrate proficiency in both oral and written communication; establish and maintain effective working relationships with officials in local, state, and federal government and in the private sector; and work with minimum supervision.

ACCEPTABLE EXPERIENCE AND TRAINING

Master's degree in public administration, business, or a related field, plus at least two years of progressively responsible experience in government purchasing, procurement or materials management;

or bachelor's degree in public administration, business, or a related field, plus at least four years of progressively responsible experience in government purchasing, procurement or materials management;

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

CERTIFICATES AND LICENSES REQUIRED

Appropriate Texas driver's license or available alternate means of transportation.

* for the purpose of compliance with the Americans with Disabilities Act (ADA)
This job description does not take into account potential reasonable accommodations.

ECONOMIC DEVELOPMENT PROGRAM SPECIALIST

CLASS NO. 805

EEOC CATEGORY: Professional

PAY GROUP: 6/7

FLSA: Exempt

SUMMARY OF POSITION

Performs complex planning, research, consultative, technical and program administration work in the economic development field. Work involves developing local and regional plans or programs and developing procedures for implementation and evaluation of those plans or programs. Other work involves providing consultative and technical services to other governmental agencies, economic development entities, the lending industry, client businesses and the general public. Work also involves establishing program goals and objectives; developing program guidelines; developing schedules, priorities and standards and evaluating activities. Works under general supervision with considerable latitude for the use of initiative and independent judgment.

ORGANIZATIONAL RELATIONSHIPS

1. Reports to: Economic Development Director
2. Directs: May supervise support personnel.
3. Other: Has contact with representatives of local, state and federal government agencies; and works with are elected officials, area economic development professionals, advisory committee members, area bankers, area business people and the general public.

EXAMPLES OF WORK

Essential Duties*

Assists in the preparation of the PRPC economic development work program and budget;

Provides technical and administrative assistance to local governments and area economic development entities in the field of economic development;

Collects, organizes and analyzes data required in the development and implementation of economic development programs;

Prepares local proposals for grants and contracts related to economic development and assists local entities in the implementation of such grants and contracts;

Works with and speaks to community and professional groups and the media regarding economic development issues;

Prepares PRPC grant applications;

Promotes ongoing region-wide communications and cooperation on matters of mutual concern;

Maintains current knowledge of laws, regulations, assistance programs and financing methods in a variety of economic and community development subject areas;

Provides staff and administrative support to the Texas Panhandle Development Corporation including loan development packaging and processing;

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This job description does not take into account potential reasonable accommodations.

Provides staff and administrative support to the Regional Revolving Loan Program including loan development, packaging and processing;

Assists in the performance of the daily administration of the Contract Procurement Center, including developing, organizing and scheduling activities to implement the overall program;

Provides technical and administrative assistance to private businesses and local governments in the area of government procurement;

Assists in coordinating workshops and seminars in the area of government contracting and economic development;

Maintains current general knowledge of Planning Commission activities and represents the PRPC in daily work contacts;

Attends conferences, seminars and workshops as needed;

Makes presentations to the Planning Commission's Board of Directors; and

Prepares special reports and plans and carries out special projects as may be assigned by the Economic Development Director.

Other Important Duties*

Performs such other related duties as may be assigned.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of: local, state and federal laws and regulations relevant to program area; principals and practices of economic development, government contracting, finance and public administration and quantitative and statistical analysis.

Skill/Ability to: coordinate economic development activities among numerous agencies, groups and local governments; identify specific economic development needs and develop responsive programs; interpret and communicate other relevant state and federal rules, regulations and guidelines; and establish and maintain effective working relationships with local, state and federal agencies, policy and advisory committees of the Planning Commission, the local business community and the general public.

ACCEPTABLE EXPERIENCE AND TRAINING

Master's degree in finance, business, public administration or a related field;

or bachelor's degree in finance, business, public administration or a related field, plus at least one year of experience in economic development;

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

CERTIFICATES AND LICENSES REQUIRED

Appropriate Texas driver's license or available alternate means of transportation.

* for the purpose of compliance with the Americans with Disabilities Act (ADA)

Job Description: ECONOMIC DEVELOPMENT CLERK

CLASS NO. 807

EEOC CATEGORY: Office and Clerical

PAY GROUP: 1/2

FLSA: Non-Exempt

SUMMARY OF POSITION

Performs moderately complex clerical work. Work involves checking for accuracy, handling and transporting documents, maintaining files, and providing efficient and accurate assistance to the Economic Development Director and other staff. Works under moderate supervision with limited latitude for use of initiative and independent judgment.

ORGANIZATIONAL RELATIONSHIPS

1. Reports to: Economic Development Director.
2. Directs: This is a non-supervisory position.
3. Other: Has contact with Planning Commission employees, public officials, and business persons throughout the Panhandle in person and on the phone.

EXAMPLES OF WORK

Essential Duties*

Types letters, memoranda, reports, and other documents;

Creates and maintains computer and manual filing systems and files documents as necessary;

Makes copies of documents and materials as needed and instructed;

Maintains mailing lists for the various Economic Development components;

Prepares statistical reports as required;

Coordinates and attends meetings and conferences, and takes and transcribes notes;

Prepares outgoing mail for Economic Development staff;

Provides information to the general public about the Planning Commission's programs;

Provides technical assistance to service providers to enhance the delivery of services;

Assists with gathering information for grant and contract reporting;

Coordinates and/or provides staff support for special projects;

Maintains current supply of forms, letterhead paper, and envelopes for the Economic Development Division; and

Attends seminars and workshops as needed and approved.

* for the purpose of compliance with the Americans with Disabilities Act (ADA)
This job description does not take into account potential reasonable accommodations.

Other Important Duties*

May serve as receptionist in that person's absence; and

Performs such other related duties as may be assigned.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of: standard office practices and procedures; spelling and punctuation; departmental policies and procedures; and records storage, retention, and disposition laws and guidelines.

Skill/Ability to: understand and follow instructions; operate a variety of office machines and word processing equipment; prepare records, reports, and correspondence neatly and professionally; proofread material to ensure accuracy; maintain accurate records of the Economic Development Division's business; apply correct business English, spelling, and punctuation; maintain clerical records and files with precision and accuracy; organize data; communicate effectively with the public; type at a speed of at least 50 words per minute and operate a computer using standard word processing and spreadsheet software; and establish and maintain effective working relationships with other Planning Commission employees, business people, elected officials, and the general public.

ACCEPTABLE EXPERIENCE AND TRAINING

High school graduation, or its equivalent, plus at least two years of clerical, secretarial, and/or economic development experience;

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

CERTIFICATES AND LICENSES REQUIRED

Appropriate Texas driver's license or available alternate means of transportation.

* for the purpose of compliance with the Americans with Disabilities Act (ADA)
This job description does not take into account potential reasonable accommodations.

Job Description: ECONOMIC DEVELOPMENT INTERN

CLASS NO. 809

EEOC CATEGORY: Professional

PAY GROUP: 1/2

FLSA: Non-Exempt

SUMMARY OF POSITION

Assists in the performance of complex planning, research, consultative, technical and program administration work in the economic development field. Work involves assistance in developing local and regional plans or programs and developing procedures for implementation and evaluation of those plans or programs. Other work involves assistance in the provision of consultative and technical services to other governmental agencies, economic development entities, the lending industry, client businesses and the general public. Works under moderate supervision with limited latitude for use of initiative and independent judgment.

ORGANIZATIONAL RELATIONSHIPS

1. Reports to: Economic Development Director
2. Other: Has contact with representatives of local, state and federal government agencies; and works with elected officials, area economic development professionals, advisory committee members, area bankers, area business people and the general public.

EXAMPLES OF WORK

Essential Duties*

Provides staff and administrative support to the Texas Panhandle Regional Development Corporation, Amarillo MSA Micro Loan Program, and PRPC Rural Micro Loan Program including loan development, packaging and processing;

Provides technical and administrative assistance to local governments and area economic development entities in the field of economic development;

Collects, organizes and analyzes data required in the development and implementation of economic development programs;

Prepares local proposals for grants and contracts related to economic development and assists local entities in the implementation of such grants and contracts;

Assists in the creation of a marketing program for PRPC economic development programs;

Maintains current knowledge of laws, regulations, assistance programs and financing methods in a variety of economic and community development subject areas;

Assists in coordinating workshops and seminars in the area of government contracting and economic development;

Prepares special reports and plans and carries out special projects as may be assigned by the Economic Development Director.

* for the purpose of compliance with the Americans with Disabilities Act (ADA)

Other Important Duties*

Performs such other related duties as may be assigned.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

Skill/Ability to: interpret and communicate relevant state and federal rules, regulations and guidelines; and establish and maintain effective working relationships with local, state and federal agencies, policy and advisory committees of the Planning Commission, the local business community and the general public. Proficient in Microsoft Office and prefer experience in web page design.

ACCEPTABLE EXPERIENCE AND TRAINING

Bachelor's degree in finance, business, public administration or a related field; or any equivalent combination of experience and training which provides the required knowledge, skills and abilities.

CERTIFICATES AND LICENSES REQUIRED

Appropriate Texas driver's license or available alternate means of transportation.

* for the purpose of compliance with the Americans with Disabilities Act (ADA)

DISPUTE RESOLUTION CENTER

Job Description: DISPUTE RESOLUTION CENTER DIRECTOR

CLASS NO. 901

EEOC CATEGORY: Official and Administrator

PAY GROUP: 13/14

FLSA: Exempt

SUMMARY OF POSITION

Performs highly advanced planning, research, consultative, technical and program administration or direction work for the Dispute Resolution Center. Work involves establishing program goals and objectives; developing program guidelines, procedures, policies, rules, and regulations; developing schedules, priorities, and standards for achieving program goals; evaluating program activities; developing and evaluating budget requests; and coordinating program activities. Work also involves providing consultative and technical services to schools, agencies, community organizations and the general public. Plans, assigns, and/or supervises the work of others. Works under minimal direction with extensive latitude for the use of initiative and independent judgment.

ORGANIZATIONAL RELATIONSHIPS

1. **Reports to:** Executive Director.
2. **Directs:** Dispute Resolution Center Volunteers and may supervise support staff.
3. **Other:** Has contact with judges and attorneys; juvenile probation officers; legal, community, and social service groups and organizations; Dispute Resolution Center volunteers; and the general public.

EXAMPLES OF WORK

Essential Duties*

Develops program guidelines, procedures and policies;

Establishes program goals and objectives; develops and/or approves schedules, priorities and standards for achieving goals;

Collects, organizes, analyzes and prepares material in answer to requests for information and for reports;

Prepares budgets and performs other administrative duties;

Develops and implements effective techniques for evaluating programs;

Promotes effective development and use of resources for programs;

Provides consultative services to plan, implement and monitor effective programs,

Assists in identifying the need for new programs, and

Analyzes the application of programs, develops action plans to improve or initiate programs.

Oversees Dispute Resolution Center client in-take and monitoring of DRC cases;

* for the purpose of compliance with the Americans with Disabilities Act (ADA)
This job description does not take into account potential reasonable accommodations.

Prepares monthly DRC reports for the Office of Court Administration and County Commissioners;

Makes presentations regarding DRC to legal community, and civic and social service groups and organizations;

Coordinates training activities, including conducting basic and advanced mediation training and providing mediators with opportunities for continuing education;

Researches and implements DRC program expansion to provide service as appropriate to all 26 counties in the Texas Panhandle;

Maintains up-to-date knowledge of legislation which affects alternative dispute resolution;

Recruits and selects volunteer mediators and provides them with training, continuing education, and mediation opportunities;

Establishes and maintains contact with case referral sources (courts, county attorney, social service agencies, apartment association, West Texas Legal Services, attorneys, governmental entities, etc.)

Attends various meetings, including State Bar and Texas DRC Directors Council meetings, as required;

Plans, organizes and conducts meetings of the Dispute Resolution Center Advisory Board;

Coordinates Conflict Resolution Seminars and Workshops for interested agencies and organizations and recruits volunteer mediators to assist in presentations;

Coordinates Peer Mediation activities, including providing training to interested schools and helping faculty select and train student mediators; and

Keeps media and public informed of DRC activities.

Other Important Duties*

Performs such other related duties as may be assigned.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of: the field of Alternative Dispute Resolution; and the current legislation which affects the DRC including funding, operations, and qualifications.

Skill/Ability to: establish and maintain effective working relationships with volunteer mediators, case referral services, attorneys, school representatives, and the general public; demonstrate proficiency in both oral and written communications; analyze, evaluate and prepare Dispute Resolution programs, and prepare reports on services; and develop the program budget.

ACCEPTABLE EXPERIENCE AND TRAINING

Master's degree in communications, political science, sociology, social work, public relations, public administration, or a related field, plus at least three years of progressively responsible experience in mediation and/or dispute resolution;

* for the purpose of compliance with the Americans with Disabilities Act (ADA)

or bachelor's degree in communications, political science, sociology, social work, public relations, public administration, or a related field, plus at least five years of progressively responsible experience in mediation and/or dispute resolution;

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

CERTIFICATES AND LICENSES REQUIRED

Appropriate Texas driver's license or available alternate means of transportation.

Appendix A

EEOC DESCRIPTIONS OF JOB CATEGORIES

Excerpted from EEOC Form 164, State and Local Government Information (EEO-4)

1. **Officials and Administrators.** Occupations in which employees set broad policies, exercise overall responsibility for execution of these policies, or direct individual departments or special phases of the agency's operations, or provide specialized consultation on a regional, district, or area basis. Includes: department heads, bureau chiefs, division chiefs, directors, deputy directors, controllers, examiners, wardens, superintendents, sheriffs, police and fire chiefs and inspectors, and kindred workers.
2. **Professionals.** Occupations which require specialized and theoretical knowledge which is usually acquired through college training or through work experience and other training which provides comparable knowledge. Includes: personnel and labor relations workers, social workers, doctors, psychologists, registered nurses, economists, dieticians, lawyers, systems analysts, accountants, engineers, employment and vocational rehabilitation counselors, teachers or instructors, police and fire captains and lieutenants, and kindred workers.
3. **Technicians.** Occupations which require a combination of basic scientific or technical knowledge and manual skill which can be obtained through specialized post-secondary school education or through equivalent on-the-job training. Includes: computer programmers and operators, drafters, surveyors, licensed practical nurses, photographers, radio operators, technical illustrators, highway technicians, technicians (medical, dental, electronic, physical sciences), assessors, inspectors, police and fire sergeants, and kindred workers.
4. **Protective Service Workers.** Occupations in which workers are entrusted with public safety, security, and protection from destructive forces. Includes: police patrol officers, firefighters, guards, deputy sheriffs, bailiffs, correctional officers, detectives, marshals, harbor patrol officers, and kindred workers.
5. **Paraprofessionals.** Occupations in which workers perform some of the duties of a professional or technician in a supportive role, which usually require less formal training and/or experience normally required for professional or technical status. Such positions may fall within an identified pattern of staff development and promotion under a "New Careers" concept. Includes: library assistants, research assistants, medical aides, child support workers, police auxiliary welfare service aides, recreation assistants, homemakers' aides, and kindred workers.
6. **Office and Clerical.** Occupations in which workers are responsible for internal and external communication, recording and retrieval of data and/or information and other paperwork required in an office. Includes: bookkeepers, messengers, office machine operators, clerk-typists, stenographers, court transcribers, hearing reporters, statistical clerks, dispatchers, license distributors, payroll clerks, and kindred workers.
7. **Skilled Craft Workers.** Occupations in which workers perform jobs which require special manual skill and a thorough and comprehensive knowledge of the processes involved in the work which is acquired through on-the-job training and experience or through apprenticeship or other formal training programs. Includes: mechanics and repairers, electricians, heavy equipment operators, stationary engineers, skilled machining occupations, carpenters, compositors and typesetters, and kindred workers.
8. **Service-Maintenance.** Occupations in which workers perform duties which result in or contribute to the comfort, convenience, hygiene or safety of the general public or which

contribute to the upkeep and care of buildings, facilities, or grounds of public property. Workers in this group may operate machinery. Includes: chauffeurs, laundry and dry cleaning operatives, truck drivers, bus drivers, garage laborers, custodial employees, gardeners and groundskeepers, refuse collectors, construction laborers, and kindred workers.

Appendix B

FLSA DEFINITIONS OF EXECUTIVE, ADMINISTRATIVE AND PROFESSIONAL PERSONNEL

Executive

1. The executive exemption is for persons whose primary duty is "management" of the business. The Department of Labor regulations define "management" as interviewing, selecting and training employees; directing and evaluating the work of other employees; handling complaints and grievances; disciplining employees; planning and assigning work; and determining how the work will be done.
2. It is not necessary for the employee to spend over fifty percent of his or her time on "management" in order to have management be his or her "primary duty" (though the amount of time spent is a useful guide). Other relevant considerations include the relative importance of the managerial duties as compared with other types of duties, how often the employee exercises his or her other types of duties, how often the employee exercises his or her discretionary powers, and how closely the employee is supervised.
3. To qualify as an exempt executive employee under the long test, the employee must receive a salary of at least \$155 per week and
 - a) Have management be his or her primary duty;
 - b) Supervise two or more employees on a regular basis;
 - c) Be involved in the selection, discharge, or promotion of other employees; and
 - d) Customarily and regularly exercise discretionary powers.

At least eighty percent of the employee's work time must be devoted to performing these duties. Performing some of these duties is not sufficient; all of the requirements must be met.

4. If the employee makes a salary of at least \$250 per week, has management of the enterprise or a discrete unit thereof as his or her primary duty, and regularly supervises two or more employees, he or she will qualify for the executive exemption. This is the "short" test.

Administrative

1. Administrative employees are "white collar" employees who perform "work of substantial importance to the management or operation" of the enterprise. The exemption is for people who perform work related to the administrative operations, as opposed to production or sales operations, of the business. Administrative operations include activities such as advising management, planning, negotiating, representing the agency, purchasing, promoting sales, and research and control.
2. To be classified as administrative, the employee must receive a salary of at least \$155 per week and
 - a) primarily perform office or non-manual work directly related to the management policies or general business operations of the business and
 - b) customarily and regularly exercise discretion and independent judgment, and either
 - (1) regularly and directly assist the owner or an administrative or executive employee, or
 - (2) perform specialized or technical work under general supervision, or
 - (3) execute special assignments under general supervision.

At least eighty percent of the employee's time must be devoted to performing these duties.

3. An employee who earns a salary of at least \$250 per week and whose primary duty is performing office or non-manual work directly related to management policies or general business operations of the company, which includes work requiring the exercise of discretion and independent judgment, also will qualify as an exempt administrative employee. This is the "short test" for an administrative employee.
4. To qualify as an administrative employee, it is not necessary for the employee to be involved in the formulation of management policies or in the operation of the business as a whole. It is sufficient if the employee's work affects policy or if the employee is responsible for executing or carrying out the policies of the enterprise.
5. To be exempt, the employee must also be involved in decision-making (i.e., must exercise "discretion and independent judgment" in his or her work). His or her work must require the employee to compare and evaluate possible courses of conduct and act or make a decision after the various possibilities have been considered. This decision-making power must be real and substantial, free from immediate direction or supervision, and exercised with regard to matters of consequence.

Professional

1. Exempt professional employees include persons in professions of a recognized status which require the use of professional knowledge acquired through long study (the "learned profession category"), and persons in artistic professions. Persons employed as teachers or registered nurses are also exempt.
2. To qualify as a professional in the learned professions category, the employee must earn at least \$170 per week and have as his or her primary duty work requiring knowledge of an advanced type in a field or science of learning customarily acquired by a prolonged course of specialized intellectual instruction and study. The work must require the consistent exercise of discretion and independent judgment and must be predominantly intellectual and varied in character.

As with other exemptions, at least eighty percent of the employee's time must be devoted to this professional work.

3. Under the "short test," an employee who is compensated on a salary of at least \$250 per week and who performs work requiring knowledge of an advanced type, which includes work requiring the consistent exercise of discretion and independent judgment, will qualify as an exempt professional employee.
4. The long test for persons in the artistic professions requires that they receive a salary of at least \$170 per week and that they perform work:
 - a) which is original and creative in character in a recognized field of artistic endeavor, the result of which depends primarily on the invention, imagination or talent of the employee, and
 - b) which requires the consistent exercise of discretion and independent judgment, and
 - c) which is predominantly intellectual and varied in character and is of such character that the result realized cannot be standardized in relation to a given period of time.

As with the other exemptions, at least eighty percent of the employee's time must be devoted to this artistic work.

5. Under the short test, an employee who earns at least \$250 per week and whose primary duty consists of performing work requiring invention, imagination, or talent in a recognized field of artistic endeavor qualifies as a professional employee.
6. The regulations define recognized fields of artistic endeavor as including music, writing, the theatre, and the plaster and graphic arts. The focus in determining whether someone qualifies for the artistic profession exemption is on the extent to which the employee's work is the product of his or her creativity.

* for the purpose of compliance with the Americans with Disabilities Act (ADA)