



NOTICE OF VACANCY
WEBB COUNTY COMMUNITY ACTION AGENCY DIRECTOR

The County of Webb has an opening for Community Action Agency Director. The successful candidate will be responsible for the following:

Planning, development and administration of all agency programs, policies, practices, procedures; develops, coordinates and manages budgets and reports for all program areas; ensures that all program guidelines are in compliance with established local, state, federal contracts. In addition, the Director provides coordinated management thru the establishment of program goals and objectives for the agency and programs within, as well as clarification and evaluation of these goals. The Director promotes, facilitates and fosters communication within the CAA Advisory Board, Webb County Commissioners Court, county departments, agencies and community it serves.

In addition to other requirements set out in the County's application package, applicants must have a valid Texas driver's license. This position is a "safety sensitive" position, and is subject to pre-employment drug and alcohol testing, criminal background checks, and motor vehicle checks. The salary is commensurate with experience.

Application packages and materials may be obtained at the office of Administrative Services Department, located on 1110 Washington St., Suite 204, Laredo, Texas, between the hours of 8:00 a.m.-12:00 and 1:00 p.m. – 5:00 p.m. Phone: (956) 523-4143.

Application package may also be obtained On-line:

www.webbcountytx.gov/PurchasingAgent/PublicNoticeRFP/

"RFQ-2015-02" "Webb County Community Action Agency Director"

APPLICATION DEADLINE IS: JUNE 18, 2015

Publication Dates:

May 31st (Sunday), June 3rd (Wednesday), June 7th (Sunday), June 10th (Wednesday).

**Webb County is an Equal Employment Opportunity Employer and complies with the
American with Disabilities Act.**

STATEMENT OF QUALIFICATIONS PACKET REQUIREMENTS:

A. Statement of Qualifications Packet should contain / address the following:

1. Table of Contents. Must clearly identify information material by section and page number. At a minimum, include:

- a) Title Page: Name of applicant, address, telephone number, email address and date.
- b) Webb County Employment Application and a Resume
- c) Letter of Transmittal: State your understanding of the responsibilities, operation and overall management of the Webb County Community Action Agency Director position.
- d) Planned Approach: State your goals and objectives as it relates to the responsibilities and administration of the Community Action Agency Director.
- e) Scope of Service: Describe your Qualifications in relation to the responsibilities and administration of the Community Action Agency Director, and include any special conditions, limitations or circumstances applicable or required.

Statement of Qualifications packet must be submitted to the **Webb County Clerk** with an original and a copy in a sealed envelope marked with RFQ number and description of service on front lower left hand corner of envelope.

“RFQ-2015-02” “Webb County Community Action Agency Director”

Completed packages are due by 2:00 p.m. on Thursday, June 18, 2015 at the following location:

**Honorable Margie Ramirez Ibarra
Webb County Clerk
Webb County Justice Center
1110 Victoria St., Suite 201
Laredo, Texas 78042**

The content of all qualification statements will remain confidential and are not subject to disclosure to the public until the Commissioners Court fills the Position, or as otherwise determined by the Commissioners Court. Completed packages not received by the time set forth in this document will not be considered. Persons wanting to participate will be responsible for insuring the delivery of his/hers respective statements.

Application For Employment

COUNTY OF WEBB

NAME: _____

POSITION: _____

DATE _____

We consider applicants for all positions without regard to race, color, religion, creed, gender, national origin, age, disability, marital or veteran status, sexual orientation, or any other legally protected status.

(PLEASE PRINT)

Position(s) Applied For		Date of Application
How did you learn about us?		
<input type="checkbox"/> Advertisement	<input type="checkbox"/> Friend	<input type="checkbox"/> Walk-In
<input type="checkbox"/> Employment Agency	<input type="checkbox"/> Relative	<input type="checkbox"/> Other _____

Last Name	First Name	Middle Name
Address	Number	Street
	City	State
		Zip Code
Telephone Number(s)		Social Security Number

If you are under 18 years of age, can you provide required proof of your eligibility? Yes No

Have you ever filed an application with us before? Yes No

If yes, give date _____

Have you ever been employed with us before? Yes No

If yes, give date _____

Are you currently employed? Yes No

May we contact your present employer? Yes No

Are you prevented from lawfully becoming employed in this country because of Visa or Immigration Status? Yes No

Proof of citizenship or immigration status will be required upon employment.

On what date would you be available for work? _____

Are you available to work: Full-Time Part-Time Shift Work Temporary

Are you currently on "lay off" status and subject to recall? Yes No

Can you travel if a job requires it? Yes No

Have you ever been convicted of a felony within the last 7 years? Yes No

Conviction will no necessarily disqualify an applicant from employment.

If Yes, please explain _____

Education

	Elementary School					High School				Undergraduate College/University				Graduate/Professional			
School Name and Location																	
Years Completed	4	5	6	7	8	9	10	11	12	1	2	3	4	1	2	3	4
Diploma Degree																	
Describe Course of Study																	
Describe any specialized training, apprenticeship skills and extra-curricular activities																	
Describe any honors you have received																	
State any additional information you feel may be helpful to us in considering your application																	

Indicate any foreign languages you can speak, read and/or write			
	FLUENT	GOOD	FAIR
SPEAK			
READ			
WRITE			

Describe any specialized training, apprenticeship, skills and extra-curricular activities.

Describe any job-related training received in the United States military.

Employment Experience

Start with your present or last job. Include any job-related military service assignments and volunteer activities. You may exclude organizations which indicate race, color, religion, gender, national origin, handicap or other protected status.

1.	Employer	Dates Employed		Work Performed
		From	To	
	Address			
	Telephone Number(s)	Hourly Rate/Salary		
		Starting	Final	
	Job Title	Supervisor		
	Reason for leaving			
2.	Employer	Dates Employed		Work Performed
		From	To	
	Address			
	Telephone Number(s)	Hourly Rate/Salary		
		Starting	Final	
	Job Title	Supervisor		
	Reason for leaving			
3.	Employer	Dates Employed		Work Performed
		From	To	
	Address			
	Telephone Number(s)	Hourly Rate/Salary		
		Starting	Final	
	Job Title	Supervisor		
	Reason for leaving			
4.	Employer	Dates Employed		Work Performed
		From	To	
	Address			
	Telephone Number(s)	Hourly Rate/Salary		
		Starting	Final	
	Job Title	Supervisor		
	Reason for leaving			

If you need additional space, please continue on a separate sheet of paper.

List professional, trade, business or civic activities and offices held.

You may exclude membership which would reveal gender, race, religion, national origin, age, ancestry, disability or other protected status:

Additional Information

Other Qualifications

Summarize special job-related skills and qualifications acquired from employment or other experience.

Specialized Skills

Check Skills/Equipment Operated

Specialized Skills		Check Skills/Equipment Operated	
		Production/Mobile Machinery (list):	Other (list):
<input type="checkbox"/> CRT	<input type="checkbox"/> Fax	_____	_____
<input type="checkbox"/> PC	<input type="checkbox"/> Lotus 1-2-3	_____	_____
<input type="checkbox"/> Calculator	<input type="checkbox"/> PBX System	_____	_____
<input type="checkbox"/> Typewriter	<input type="checkbox"/> WordPerfect	_____	_____

State any additional information you feel may be helpful to us in considering Your application.

Note to Applicants: DO NOT ANSWER THIS QUESTION UNLESS YOU HAVE BEEN INFORMED ABOUT THE REQUIREMENTS OF THE JOB FOR WHICH YOU ARE APPLYING.

Are you capable of performing in a reasonable manner the activities involved in the job or occupation for which you have applied? A description of the activities involved in such a job or occupation is attached.

YES NO

References

1.	_____ (Name)	_____ (Title)	_____ () Phone #
	_____ (Address)		
2.	_____ (Name)	_____ (Title)	_____ () Phone #
	_____ (Address)		
3.	_____ (Name)	_____ (Title)	_____ () Phone #
	_____ (Address)		

Applicant's Statement

I certify that answers given herein are true and complete to the best of my knowledge.

I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision.

This application for employment shall be considered active for a period of time not to exceed 365 days. Any applicant wishing to be considered for employment beyond this time period should inquire as to whether or not applications are being accepted at that time.

I hereby understand and acknowledge that, unless otherwise defined by applicable law, any employment relationship with this organization is of an "at will" nature, which means that the Employee may resign at any time and the Employer may discharge Employee at any time with or without cause. It is further understood that this "at will" employment relationship may not be changed by any written document or by conduct unless such change is specifically acknowledged in writing by an authorized executive of this organization.

In the event of employment, I understand that false or misleading information given in my application or interview(s) may result in discharge. I understand, also, that I am required to abide by all rules and regulations of the employer.

Signature of Applicant

Date

FOR PERSONNEL DEPARTMENT USE ONLY

Arrange Interview Yes No

Remarks _____

INTERVIEWER

DATE

Employed Yes No Date of Employment _____

Hourly Rate/

Job Title _____ Salary _____ Department _____

By _____

NAME AND TITLE

DATE

NOTES _____

FOR PERSONNEL DEPARTMENT USE ONLY

Position(s) Applied For Is Open: Yes No

Position(s) Considered For: _____

Date _____

NOTES:

WEBB COUNTY REQUEST FOR QUALIFICATIONS

JOB TITLE: EXECUTIVE DIRECTOR OF C.A.A

DEPARTMENT: WEBB COUNTY COMMUNITY ACTION AGENCY

REPORTS TO: WEBB COUNTY COMMISSIONERS COURT

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

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

CHARACTERISTIC DUTIES AND RESPONSIBILITIES:

1. Develops, plans and maintains polices, practices and procedures for the timely and most effective delivery of programs and services.
2. Provides leadership in developing program and organizational plans with the staff, Advisory Board, Commissioners Court.
3. Ensures that the agency has long range strategy which achieves its mission, and toward which it makes consistent and timely progress; sets appropriate priorities of needs and services to be provided.
4. Prepares appropriate program budgets and subsequently adheres to them, utilizes finances, facilities, equipment, materials, etc to minimize costs; actually practices cost containment.
5. Evaluates how well goals and objectives have been met thru systematic reviews; implements remedial measures when necessary.
6. Demonstrates quality of analysis and judgment in program planning, implementation and evaluation.
7. Complies with established policies, procedures and directives; conducts department

functions in accordance with applicable laws, statutes and regulations.

8. Identifies problems and acts to rectify them by employing analytical thinking and sound judgment.
9. Responsible for preparing all departmental budgets.
10. Ensures that accurate records are kept and maintained for all program areas.
11. Establishes and makes use of an effective management team.
12. Maintains appropriate balance between administration and programs.
13. Promotes cooperation and team work among employees; establishes high standards of conduct and job performance for staff; maintains open communication channels; delegates work effectively; leads by example.
14. Ensures that job descriptions are developed, and regular performance evaluations are held and documented.
15. Encourages staff development and education.
16. Maintains a climate which attracts and motivates a diverse staff of top quality people.
17. Assures adequate control and accounting of all funds.
18. Works closely with Advisory Board to ensure that agency operates within budget, program guidelines.
19. Requires little work direction; exhibits persistence and initiative; puts forth a consistent, energetic effort; assumes full and complete responsibility for accomplishment of agency functions.
21. Serves as an effective spokesperson for the agency; has good, sound, working relationship with Advisory Board and Commissioners Court.
22. Treats all with respect, dignity and creates an atmosphere of mutual respect and trust; fosters leadership in others; creates an environment in which others feel ownership for results and feel comfortable to take action to achieve desired results.
23. Works well with Advisory Board and Commissioners Court as a whole.
24. Provides appropriate, adequate, and timely information to the Board and Court.
25. Sees that the Board and Court are kept informed on the condition of the agency and all important factors influencing it.
26. Possesses realistic knowledge and competence of the field and keeps current on technical, professional principles, practices, and standards.
27. Maintains professional demeanor on a consistent basis.

28. Assesses issues and problems; discusses situations based on merits of cases presented; personal loyalties, biases, etc, do not influence agency, program decisions; personal decisions are made on basis of equal opportunity and objective job-related criteria.
29. Adapts well to change, both internally and externally.
30. Represents the agency in community projects.
31. Performs any and all duties as assigned by Commissioners Court.

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

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

QUALIFICATION STANDARDS: Bachelors Degree required; Masters Degree Preferred.

EXPERIENCE:

At least 5 to 10 years administrative / management experience working with project development, grant writing, budgets, performance-based standards, community programs; leadership projects.

SKILLS AND ABILITIES:

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

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