

Commissioner, Precinct 4

% of Year Remaining: 73.97%

2022 ARPA BUDGET

FORT BEND COUNTY, TEXAS

Use one form per request

Position Title/ Description: Community Liason

Job Code: J10

Has Human Resources reviewed your request? (Yes/No)

Yes

Has Facilities reviewed
your request? (Yes/No)

No

All New Positions need to be reviewed and signed off by Facilities Mgmt & Planning.

Hourly Salary
Bi-Weekly

\$26.99

\$2,159.20

Grade

10

Step

8

Policy Group

PM

Annual
Amount

Requested

1

Salaries Costs

\$56,355.12

Overtime Costs

\$0.00

Other Personnel Costs

\$30.132.42

\$30.132.42

Total Salaries & Personnel Costs

\$86,487.54

\$86,487.54

	Total Cost of Request
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Total Cost of Request	\$87,887.54
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☐ Check Box if request has a page 2

Justification for Request: (attach additional document if necessary)

Serve as a representative and liaison for the Commissioner's Office with the community by answering questions and concerns via e-mail, phone and in person for all related ARPA Outreach programs.

2022 Pro-Rated Cost	\$	69,600
2023 Cost	\$	89,100
2024 Cost	\$	-
Total	\$	158,700



Fort Bend County Job Description

Job Title:	Community Liaison	Job Code:	J10XXX
Department:	Commissioner Pct. 4	Department Number:	4014
Supervisor:	Commissioner / Chief of Staff	FLSA Status:	EX
Supervises:	N/A	Job Grade:	10
SIP/DOT:	N/A	Policy Group:	P/M

Job Summary: Serve as a representative and liaison for the Commissioner's Office with the community by answering questions and concerns via e-mail, phone and in person for all related ARPA Outreach programs for a period of 4 years

Essential Duties and Responsibilities:

Assists the Commissioner and other staff in effectively communicating with the public, focusing on the Spanish-speaking population, by translating oral and written communications in support of the COVID-19 Outreach ARPA programs.

- Responds to questions and complaints of constituents, including those with limited English proficiency, to resolve or refer to appropriate person; responds to correspondence and telephone calls or refers to appropriate person.
- Develops an understanding of the community to determine areas where needs are not being met. Reports findings to Commissioners staff and help identify programs and resources to address unmet needs of community.
- Interacts with the local community, especially the Spanish-speaking community, by attending special events, developing presentations, scheduling, and attending community outreach meetings, interviewing, and listening to constituents to build a connection between the community and the Commissioner's Office.

Builds relationships with community-based providers to increase and improve available resources.

- Connect Spanish-speaking public with available resources. Increases public awareness of County activities and resources in a positive manner.
- Performs general administrative duties as assigned.

Created: _____
Modified: November 2021
Replaced by: _____

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Department Review: _____



Fort Bend County Job Description

Job Title: Community Liaison Job Code: J10XXX
Department: Commissioner Pct. 4 Department Number: 4014

- Participates in activities and duties related to emergency management during a local state of disaster and assists with communication with Spanish-speaking public regarding emergency response and recovery efforts.

NOTE: The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

MINIMUM JOB REQUIREMENTS:

Knowledge: High School Diploma/GED with one year of college in Business Administration, Social Work, or Public Relations. (2 years of directly related experience may substitute for college requirement in addition to experience requirement).

Experience: 2 years job related experience.

Skills and Abilities: Excellent professional communication skills, both written and oral. Excellent at conflict resolution with a passion for community relations. Ability to deal effectively with the public, other employees, department heads and elected officials. Proficiency in Excel, Word, and other Microsoft Office products.

Special Requirements: Must be bi-lingual and fluent in English and Spanish with ability to translate (read, write, and speak) as needed. Valid Texas Driver's License and ability to maintain auto liability insurance.

Essential Behavioral Expectations: Fort Bend County employees are expected to use professional courtesy, discretion and sound judgment when engaging in any contact with co-workers, customers, vendors, visitors and/or other Fort Bend County employees. Employees are also responsible for but not limited to, the following behavioral expectations: maintaining confidentiality of business knowledge and employee information, maintaining professional relations while engaging in job related tasks, cooperating with others to resolve conflict and achieve goals, maintaining a pleasant attitude while leaving personal business or issues/problems outside of the workplace.

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Fort Bend County Job Description

Job Title: Community Liaison Job Code: J10XXX
Department: Commissioner Pct. 4 Department Number: 4014

Contacts: Daily contact with department employees, employees in other departments, elected and appointed officials, and the public in person or on the telephone to provide service or information, exchange and explain information, frequent contact with contractors, regulatory agencies on the local, state and federal level and outside community.

Supervision Required: Uses independent judgment within established guidelines; needs assistance only for unusual, non-routine situations.

Physical Demands: Daily use of hands and/or fingers to grasp, handle, pick-up pinch, type or feel; talking and listening; frequent walking and sitting; occasional lifting of objects up to 10 pounds, stooping, kneeling, crouching, reaching with hands and arms and standing; close vision, distance vision, ability to distinguish color, peripheral vision, depth perception and ability to adjust focus.

Work Environment: Work is performed primarily in a climate-controlled open office area, shared with other employees and open to public and office traffic; Noise level is moderate.

Physical demands and work environment characteristics described are representative of those that must be met or are encountered by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

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