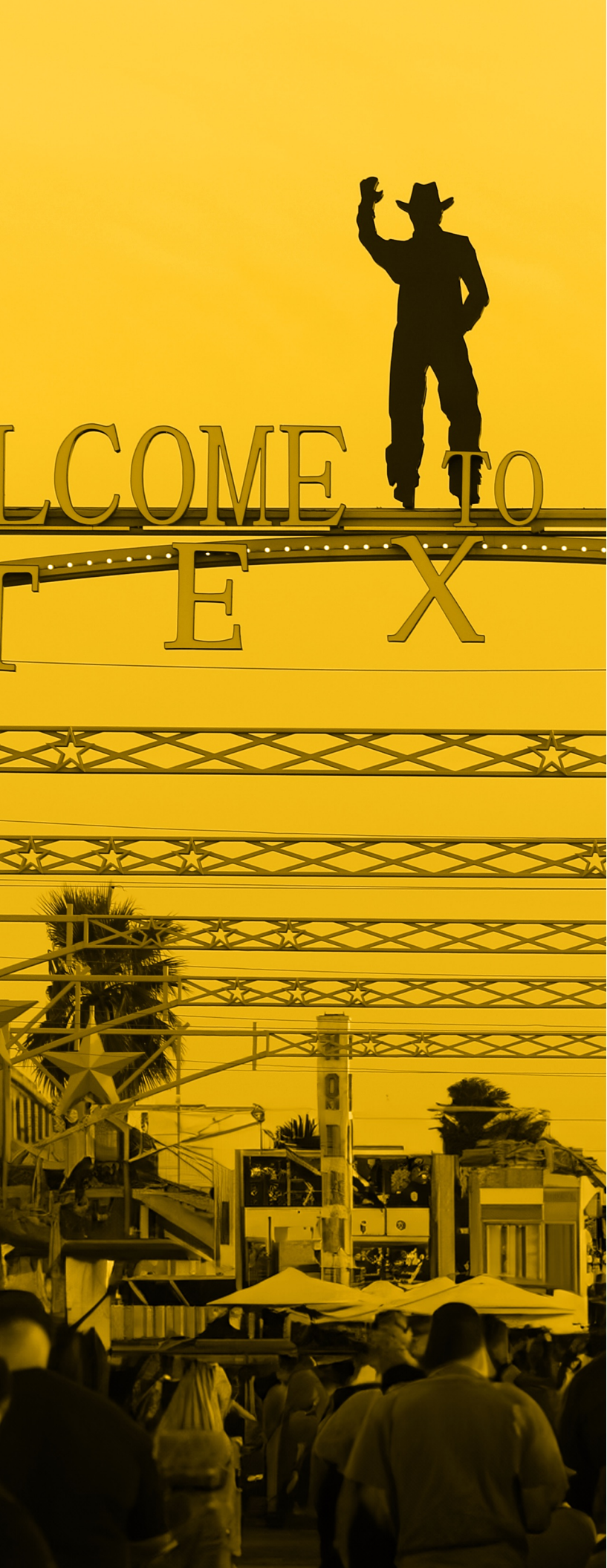


ASSISTANT DIRECTOR OF THE INTERNATIONAL BRIDGE

PHARR, TEXAS



THE COMMUNITY

Pharr, Texas, recognized as an All-America City, presents a remarkable professional environment and an appealing quality of life within a diverse and engaged community. Recent accolades include being ranked as the 25th safest city in Texas for populations of at least 50,000 by Safehome.org and listed among the top 10 places in the nation to retire by Zippia.com.

Strategically located in the heart of the Rio Grande Valley, just minutes away from the Mexico border, Pharr has played a pivotal role in the modernization of lower South Texas. Renowned for its abundant natural resources, picturesque landscapes, and a welcoming "down-home" ambiance, Pharr stands as an optimal destination for corporate endeavors and residential pursuits alike.

With a robust economy marked by consistent growth, Pharr serves as the premier hub for agricultural production in the Rio Grande Valley and a pivotal gateway for businesses aligned with NAFTA. Established in 1909 by visionaries John C. Kelly and Henry N. Pharr, who founded the Rio Grande Canal Company to implement an advanced irrigation system for a sugar plantation, the city has transformed into a dynamic and thriving corporate community.

As of the 2019 estimate, Pharr's population has reached 79,112, reflecting a remarkable increase, more than doubling since the 1990 Census. This demographic expansion underscores the city's strategic significance and burgeoning corporate appeal.

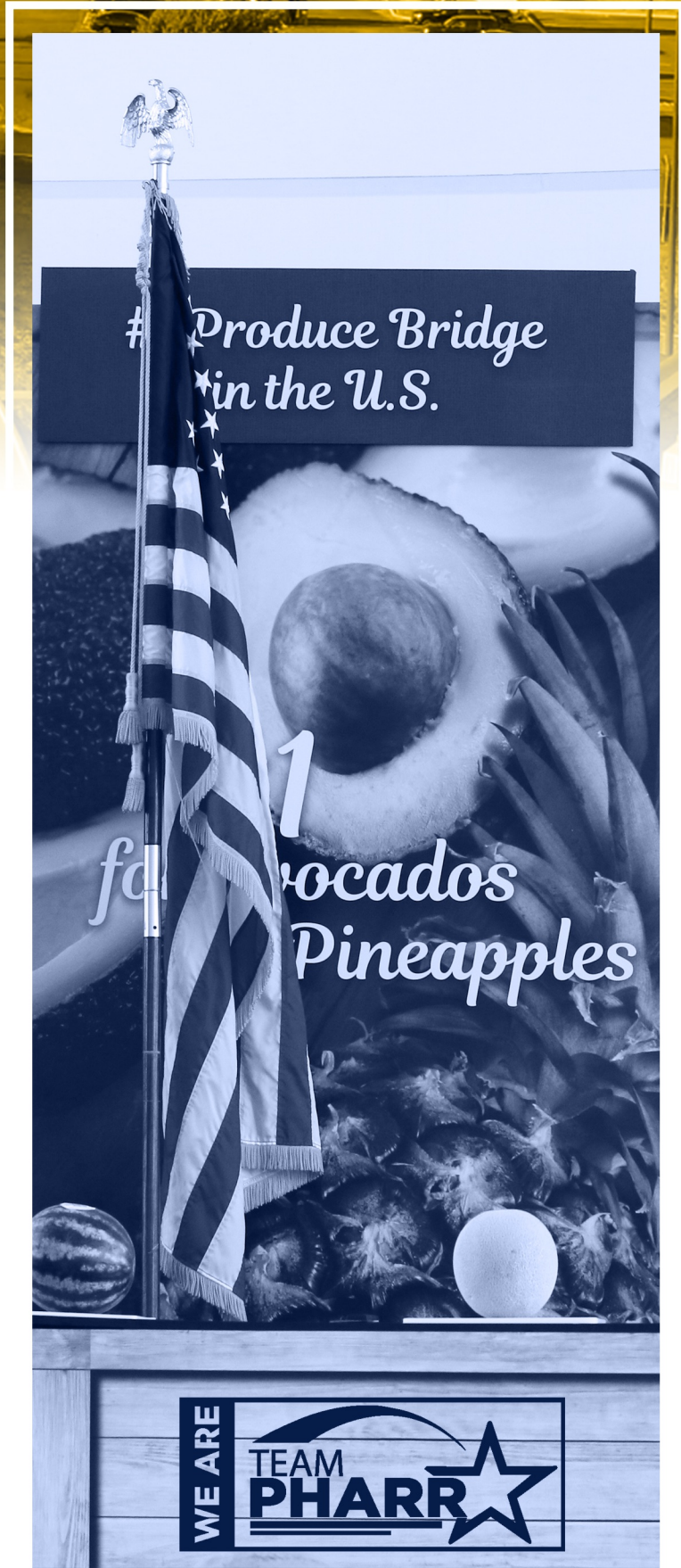
The City of Pharr proudly owns and operates the Pharr-Reynosa International Bridge, a major corridor facilitating travel between Texas and the interior of Mexico. Noteworthy for its status as one of the longest border bridges in the country, the bridge is integrally connected to Interstate 2/US 83, the primary east-west highway. This thoroughfare seamlessly links with Interstate 69/US 281, the principal north-south arterial, culminating at the Pharr-Reynosa International Bridge. Serving as the terminus for Interstate Highway 69, recognized as the NAFTA Corridor, Pharr plays a central role in fostering connectivity between Mexico, the United States, and Canada. Embedded in local tradition, the city is often referred to as the "Hub City of the Valley," highlighting its pivotal position in regional transportation.



POSITION PROFILE

The Assistant Director of the International Bridge plays a key role in planning, directing, and coordinating administrative tasks and fiscal reporting for the Pharr/Reynosa International Bridge. Responsibilities include overseeing and managing activities related to the bridge's operations. Performance is evaluated by the Bridge Director/Senior Leader through observations, reviews, and adherence to established management practices.

The Assistant Director collaborates with the Operations Manager, overseeing work schedules, supervising staff, and coordinating maintenance for the bridge. Responsibilities include agenda preparation for Bridge Board meetings, contributing to the fiscal budget, and assisting with crossings reports, and financial statements. The role involves additional duties as assigned, ensuring efficient bridge administration.



ESSENTIAL FUNCTIONS

- Collaborates with the Operations Manager to approve work schedules and substitutes as required.
- Provides support to the Operations Manager in overseeing the supervision of cashiers, toll collectors, and maintenance personnel.
- Assists the Operations Manager and Bridge Director in managing the operations of the Bridge and its properties, coordinating repair and maintenance efforts with other City departments and external sources.
- Works alongside the Bridge Director to coordinate staff functions, facilitating regular meetings to outline objectives and enhance the administration of bridge operations.
- Supports the Bridge Director in preparing agenda items for Bridge Board meetings, and other meetings, as assigned.
- Contributes to the preparation of the fiscal budget for the department.
- Assists in the preparation of crossings reports, and financial statements for Bridge Board meetings.
- Takes on additional duties as assigned.

MINIMUM QUALIFICATION AND REQUIREMENTS

- Bachelor's degree in personnel management, business administration, or a related field, or equivalent qualifications.
- 2-3 years of progressively responsible experience in the Human Resources field.
- Comparable training and experience may be substituted for the minimum qualifications.
- Incumbent must possess a current valid class "C" driver's license from the Texas Department of Public Safety with a satisfactory driving record.
- Bilingual proficiency in English and Spanish is preferred.

SKILLS

Knowledge:

- Proficient in business and management principles, including strategic planning, resource allocation, human resources modeling, leadership techniques, production methods, and coordination of people and resources.
- Familiar with computer software, including Microsoft Office, Microsoft Excel, Word Perfect, and Microsoft PowerPoint.

Skills:

- Applies logical reasoning to identify strengths and weaknesses in alternative solutions, conclusions, or problem-solving approaches.
- Considers the relative costs and benefits of potential actions to make informed decisions.
- Proficient in motivating, developing, and directing people, identifying the best individuals for specific tasks.
- Able to identify measures or indicators of system performance and take actions to improve or correct performance.

Abilities:

- Capable of planning and conducting meetings and conferences.
- Proficient in preparing complex financial reports.
- Effectively communicates orally and in writing.
- Demonstrates good judgment and handles a wide range of supervisory responsibilities.
- Ability to travel within the USA and Mexico.
- Ability to effectively and efficiently coordinate with port operations in Mexico when necessary.

This is a full-time, exempt position, with a 40-hour work week. Incumbent must have the ability to work flexible hours including holidays, evenings, and weekends, if needed. Participation in City sponsored special events, training, or meetings may be required.



APPLICATION PROCESS

Please apply online at
<https://pharr-tx.gov/human-resources/jobs/>

For more information on this position contact:
Veronica Ramirez
veronica.ramirez@pharr-tx.gov
(956) 402-1101

Thank you for your interest in employment with the City of Pharr.

Our goal is to provide fair and equal employment opportunities for qualified individuals; and to recruit and enhance current and future employee careers within our organization. We promote pride and high morale among City of Pharr employees by fostering good working relationships.



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Download our "Pharr 311" app!

