

**WALKER COUNTY PLANNING & DEVELOPMENT
DEVELOPMENT PROGRAM COORDINATOR**

• **SUMMARY OF POSITION:**

THE POSITION ACTIVELY PARTICIPATES IN THE DAILY MANAGEMENT OF THE DEPARTMENT OF PLANNING AND DEVELOPMENT WITH PROGRAMS INCLUDING: ENVIRONMENTAL CRIMINAL INVESTIGATIONS, GENERAL CODE ENFORCEMENT, PUBLIC HEALTH AND SAFETY VIOLATIONS, RURAL DEVELOPMENT AND PERMITTING, 911 DATABASE MAINTENANCE, MAPPING AND GEOGRAPHIC INFORMATION, FLOOD PLAIN ADMINISTRATION, GRANT ADMINISTRATION, RIGHT OF WAY COLLECTION, ENGINEERING, AND GENERAL PLANNING NEEDS FOR WALKER COUNTY. THE PROGRAM COORDINATOR SHALL OVERSEE THE DAY-TO-DAY OPERATIONS OF THE DEVELOPMENT PROGRAMS OF THE DEPARTMENT OF PLANNING AND DEVELOPMENT IN THE ABSENCE OF THE DIRECTOR.

• **SOURCE OF SUPERVISION**

RECEIVES SUPERVISION FROM THE DIRECTOR OF PLANNING AND DEVELOPMENT, BUT IS REQUIRED TO MAKE ADMINISTRATIVE AND TECHNICAL DECISIONS WITH LITTLE TO NO DIRECT SUPERVISION OR INPUT FROM OTHERS. THIS POSITION IS A SUPERVISORY POSITION.

• **RESPONSIBILITIES AND DUTIES**

1. ASSISTS IN THE DIRECTOR IN ESTABLISHING PROCEDURES FOR ADMINISTRATION AND MANAGEMENT OF VARIOUS DEVELOPMENT PROGRAMS.
2. CONDUCTS TECHNICAL REVIEWS FOR FLOOD PLAIN MANAGEMENT, ON-SITE WASTEWATER, 9-1-1 DATA, AND REGULATORY PROGRAMS.
3. REQUIRED TO MAINTAIN DETAILED KNOWLEDGE OF PROGRAM AND LEGAL REQUIREMENTS OF AREAS OF REGULATION AS RULES AND REGULATIONS ARE UPDATED.
4. PERFORMS FIELD INSPECTIONS ON VARIOUS DEVELOPMENT AND PERMITTING PROJECTS INCLUDING ON-SITE SEWAGE, 9-1-1, FLOOD PLAIN, AND LAND DEVELOPMENT.
5. MAINTAINS RECORDS AND SUPPLIES REQUIRED BY THE DEPARTMENT.
6. ASSISTS PLANNING AND DEVELOPMENT DIRECTOR WITH SPECIAL PROJECTS BY: RESEARCHING TOPICS, COMPILING AND PUBLISHING REPORTS.
7. REQUIRED TO DESIGN AND PREPARE SPREADSHEETS AND DATABASES USING VARIOUS APPLICATIONS.
8. RESPOND TO DEPARTMENTAL COMPLAINTS AND GRIEVANCES.
9. REQUIRED TO REVIEW SUBDIVISION POLICY AND HAVE THE ABILITY TO PROCESS LOT CONSOLIDATIONS, AFFIDAVITS OF EXCEPTION, AND SUBDIVISION INSTRUMENTS.

10. MAKE LEDGER ENTRIES, BANK DEPOSITS, AND PREPARE DOCUMENTATION IN ACCORDANCE WITH COUNTY ACCEPTED STANDARDS.
11. HAVE THE ABILITY OF SHARE FINANCIAL INFORMATION WITH OTHER COUNTY DEPARTMENTS, AS REQUIRED BY COUNTY PROCEDURE.
12. REQUIRED TO COLLECT STAFF TIME REPORTS AND SUBMIT REPORTS TO COUNTY TREASURER'S OFFICE.
13. REQUIRED TO COMPILE MONTHLY REPORTS FOR THE TEXAS COMMISSION ON ENVIRONMENTAL QUALITY AND THE WALKER COUNTY COMMISSIONER'S COURT.
14. COMPILES MONTHLY REPORTS ON DEPARTMENT FUEL EXPENDITURES.
15. REQUIRED TO MAINTAIN 9-1-1 DATABASE AND PREPARE QUARTERLY REPORTS TO THE HOUSTON-GALVESTON AREA COUNCIL.
16. ASSISTS IN THE MAINTENANCE OF EMPLOYEE RECORDS, CONTRACT EMPLOYEE CONTRACTS AND INSURANCE DOCUMENTATION
17. ATTEND REQUIRED HOURS OF CONTINUING EDUCATION EACH YEAR TO KEEP DESIGNATED REPRESENTATIVE LICENSE CURRENT.
18. SUPERVISE AND TRAIN DEVELOPMENT TECHNICIANS AND PART-TIME STAFF.
19. OPEN AND CLOSE THE OFFICE DAILY, ENSURING REASONABLE PRECAUTION FOR THE SECURITY OF THE FUNDS AND OTHER OFFICE CONTENTS.

- **REQUIRED QUALIFICATIONS**

THE DIRECTOR MAINTAINS COMPLETE DISCRETION OF THE APPOINTMENT TO THIS POSITION.

- **KNOWLEDGE OF:**

- GENERAL KNOWLEDGE IN PERMITTING AND FLOOD PLAIN DETERMINATION.
- KNOWLEDGE REGARDING ON-SITE SEWAGE FACILITY DESIGN AND CONSTRUCTION.
- WORKING KNOWLEDGE OF GEOGRAPHY, GIS, AND 9-1-1 DATA MAINTENANCE
- KNOWLEDGE OF MODERN OFFICE PROCEDURES, METHODS AND COMPUTER EQUIPMENT.
- PRINCIPALS AND PROCEDURES OF RECORD KEEPING.
- PRINCIPALS OF BUSINESS LETTER WRITING AND BASIC REPORT PREPARATION SKILLS

- **SKILL / ABILITY TO**

- MANAGE OR COORDINATE ALL PROGRAM AREAS INCLUDING IMPLEMENTATION AND RECOMMENDATION OF PROGRAM CHANGES.
- MAINTAIN EFFECTIVE AUDIO-VISUAL DISCRIMINATION AND PERCEPTION NEEDED FOR:
 - MAKING DETAILED OBSERVATIONS
 - READING AND WRITING
 - OPERATING ASSIGNED EQUIPMENT INCLUDING A MOTOR VEHICLE

- MUST COMMUNICATE EFFECTIVELY
 - COMMUNICATING WITH OTHERS
 - CONDUCTING FIELD INSPECTIONS ON CONSTRUCTION AND DEVELOPMENT PROJECTS
 - MAINTAIN PHYSICAL CONDITION APPROPRIATE TO THE PERFORMANCE OF ASSIGNED DUTIES AND RESPONSIBILITIES WHICH MAY INCLUDE THE FOLLOWING:
 - STANDING FOR EXTENDED PERIODS OF TIME
 - CONDUCTING PHYSICAL, VISUAL, AND AUDIBLE INSPECTIONS
 - LIFTING AND CARRYING UP TO 25 POUNDS
 - OPERATING ASSIGNED EQUIPMENT
 - SAFETY IN FIELD INSPECTIONS AND INVESTIGATIONS OF CONSTRUCTION PROJECT AND ENVIRONMENTAL CODE ENFORCEMENT
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- **ACCEPTABLE EXPERIENCE AND TRAINING**

APPLICANT SHALL MEET THE QUALIFICATION BELOW OR HAVE AN ACCEPTABLE COMBINATION OF TRAINING AND EDUCATION DEMONSTRATING EQUIVALENSE TO THE DIRECTOR AT THE TIME OF HIRE.

 - TRAINING:
 - HIGH SCHOOL DIPLOMA AND BACHELOR'S DEGREE FROM AN ACCREDITED COLLEGE OR UNIVERSITY /OR A COMBINATION OF EDUCATION AND EXPERIENCE DEMONSTRATING EQUIVALENSE TO THE SATISFACTION OF THE DIRECTOR AT THE TIME OF HIRE.
 - EXPERIENCE:
 - MINIMUM OF TWO YEARS EXPERIENCE WITH CODE ENFORCEMENT, LEGAL DOCUMENTS, RURAL OR URBAN PLANNING, AND/OR ENVIRONMENTAL PROGRAMS.
 - EXPERIENCE WITH RURAL OR URBAN PLANNING, PERMITTING, CODE ENFORCEMENT, AND ENVIRONMENTAL PROGRAMS PREFERRED.
 - EXPERIENCE WITH MICROSOFT ACCESS, EXCEL AND WORD
 - EXPERIENCE READING PLANS AND SURVEY WORK FOR DEVELOPMENT OR CONSTRUCTION PROJECTS PREFERRED
 - EXPERIENCE WORKING WITH LEGAL DOCUMENT PREPARATION OR PROCESSING PREFERRED
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- **CERTIFICATES AND LICENSES REQUIRED:**
 - DESIGNATED REPRESENTATIVE LICENSE FROM TCEQ (OR THE ABILITY AND TRAINING TO OBTAIN A CERTIFICATE WITHIN 90 DAYS OF HIRE)
 - REGISTERED FLOOD PLAIN MANAGER PREFERRED.
 - VALID DRIVERS LICENSE

- **WORKING CONDITIONS**
 - ENVIRONMENTAL CONDITIONS
 - INSPECTION ENVIRONMENT: EXPOSURE TO HEAT AND ELEMENTS. DANGER OF EXPOSURE TO HAZARDS AND DANGERS ASSOCIATED WITH OPEN SEWERS, ENVIRONMENTAL INVESTIGATIONS, AND CONSTRUCTION INSPECTIONS, INCLUDING ACCIDENTAL HAZARDS, PATHOGENS, ETC.
 - PHYSICAL CONDITIONS
 - ESSENTIAL AND OTHER IMPORTANT RESPONSIBILITIES AND DUTIES MAY REQUIRE MAINTAINING PHYSICAL CONDITION NECESSARY FOR PROLONGED PERIODS OF TIME; LIFTING AND CARRYING LIGHT MATERIALS, TRAVELING ACROSS ROUGH TERRAIN, VISUAL AND AUDIO INSPECTIONS OF FACILITIES AND PROJECTS, DRIVING, AND OPEN CONSTRUCTION PROJECTS.