

## OPENING FOR: DEVELOPMENT PROGRAM ADMINISTRATOR I

### WALKER COUNTY DEVELOPMENT PROGRAM ADMINISTRATOR I

- **SUMMARY OF POSITION:**

THE POSITION WILL ACTIVELY PARTICIPATE IN THE MANAGEMENT AND IMPLEMENTATION OF VARIOUS DEVELOPMENT AND PLANNING PROGRAMS INCLUDING ON-SITE SEWAGE AND FLOOD PLAIN PERMITTING, 911 ADDRESSING, ENVIRONMENTAL ENFORCEMENT, AND SUBDIVISION POLICY.

- **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.

- **RESPONSIBILITIES & DUTIES:**

- *ESSENTIAL DUTIES & RESPONSIBILITIES:*

1. ASSIST IN THE ORGANIZATION AND MANAGEMENT OF VARIOUS DEVELOPMENT PROGRAMS.
2. CONDUCT TECHNICAL REVIEWS FOR FLOOD PLAIN, ON-SITE SEWAGE, 911, AND LAND POLICY PROGRAMS
3. MAINTAIN DETAILED KNOWLEDGE OF PROGRAM AND LEGAL REQUIREMENTS OF AREAS OF REGULATION.
4. ASSIST PLANNING DIRECTOR WITH DAY TO DAY DUTIES AND RESPONSIBILITIES.
5. PERFORM FIELD INSPECTIONS ON VARIOUS DEVELOPMENT AND PERMITTING PROJECTS INCLUDING ON-SITE SEWAGE, 911, FLOODPLAIN, AND LAND DEVELOPMENT.

- *OTHER IMPORTANT DUTIES & RESPONSIBILITIES:*

1. ASSIST THOSE CONTACTED IN THE COURSE OF DUTY IN AN EFFECTIVE, EFFICIENT AND PROFESSIONAL MANNER.
2. PERFORM OTHER DUTIES AS ASSIGNED, INCLUDING OPERATION OF A MOTOR VEHICLE AND CURRENT VALID DRIVER'S LICENSE.
3. PERFORM DUTIES INCLUDING SOME DUTIES THAT ARE PHYSICALLY DEMANDING AND INCLUDE INSPECTIONS OF CONSTRUCTION AND DEVELOPMENT PROJECTS IN THE FIELD.
4. OTHER DUTIES AS ASSIGNED BY DEPARTMENT DIRECTOR.

- **REQUIRED QUALIFICATIONS:**

- *KNOWLEDGE OF:*

GENERAL PERMITTING AND LAND DEVELOPMENT OR LAND RESEARCH

ON-SITE SEWAGE FACILITY DESIGN AND CONSTRUCTION.

GEOGRAPHY, GIS, AND 911 DATA MAINTENANCE

- *SKILL / ABILITY TO:*

MANAGE OR COORDINATE PROGRAM AREAS INCLUDING IMPLEMENTATION OF PROGRAM CHANGES.

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 LIGHT MATERIALS
- OPERATING ASSIGNED EQUIPMENT
- SAFETY IN FIELD INSPECTION AND INVESTIGATIONS OF CONSTRUCTION PROJECT AND ENVIRONMENTAL CODE ENFORCEMENT.

EFFECTIVELY DEAL WITH PERSONAL DANGER WHICH MAY INCLUDE EXPOSURE TO:  
ENVIRONMENTAL CONTAMINANTS AND PATHOGENS AND CONSTRUCTION SITE INSPECTIONS

MAINTAIN MENTAL CAPACITY WHICH PERMITS:

- MAKING SOUND DECISIONS AND USING GOOD JUDGEMENT
- DEMONSTRATING INTELLECTUAL CAPABILITIES

MAINTAIN EFFECTIVE AUDIO-VISUAL DISCRIMINATION AND PERCEPTION NEEDED FOR:

- MAKING DETAILED OBSERVATIONS
- READING AND WRITING
- OPERATING ASSIGNED EQUIPMENT INCLUDING A MOTOR VEHICLE
- COMMUNICATING WITH OTHERS
- CONDUCTING FIELD INSPECTIONS ON CONSTRUCTION AND DEVELOPMENT PROJECTS.

- **ACCEPTABLE EXPERIENCE & TRAINING:**

- *EXPERIENCE:*

EXPERIENCE WITH DEVELOPMENT, PERMITTING, AND ENVIRONMENTAL PROGRAMS

EXPERIENCE WITH MICROSOFT ACCESS, EXCEL, AND WORD

EXPERIENCE READING PLANS AND SURVEY WORK FOR DEVELOPMENT OR CONSTRUCTION PROJECTS

- *TRAINING & EDUCATION:*

BACHELOR'S DEGREE FROM AN ACCREDITED COLLEGE OR UNIVERSITY

- **CERTIFICATES & LICENSES REQUIRED:**

DESIGNATED REPRESENTATIVE LICENSE FROM TCEQ ( OR THE ABILITY AND TRAINING TO OBTAIN A CERTIFICATE WITHIN SIX (6) MONTHS OF HIRE)

VALID DRIVER'S 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 STANDING 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.

**REVISION DATE: 4/21/2026**

**DEPARTMENT: PLANNING AND DEVELOPMENT**

**SUBMIT APPLICATIONS DIRECTLY TO: DEPARTMENT OF PLANNING AND DEVELOPMENT  
ATTN: ANNETTE OLIVIER  
1313 UNIVERSITY AVENUE  
HUNTSVILLE, TEXAS 77340**

**POSITION WILL BE OPEN UNTIL FILLED, FOLLOWED BY A MINIMUM SIX (6) MONTH PROBATIONARY PERIOD**