



MILAM COUNTY, TEXAS
AN EQUAL OPPORTUNITY EMPLOYER

JOB DESCRIPTION

POSITION: Planning & Development Services Official
Department: County Judge's Office
Reports To: County Judge
Classification: Depends on Experience & Qualifications

Summary of Responsibilities and Goals

This is a position which administers and coordinates the Development Services Department and oversees the operation on a day-to-day basis. Duties include Floodplain Administrator, Subdivision Official, Permitting, and other assignments/responsibilities. The Official engages in plat and land development review to coordinate with the Commissioner's Court and Developers, the platting process for subdividing land in the unincorporated areas of the county, as well as, permitting. This position includes a wide variety of duties and involves independent judgment and initiative. Regular attendance and some overtime may be required.

Essential Responsibilities and Duties

- Administer the Floodplain Program for the unincorporated area of Milam County in compliance with State and Federal requirements.
- Process applications for subdivisions in Milam County. Review applications for compliance with County Subdivision regulations and work with County Commissioners' and the Engineer in Subdivision Review. Communicate timely to developers and Commissioners regarding subdivision applications, to be cured or addressed to obtain Commissioners' Court approval.
- Administrative duties to include but not limited to the following communicate with county officials, citizens, and other individuals to answer

questions, disseminate/explain information, and address complaints; compile, copy, sort and file records; operate office machines such as computers, phone systems, copiers, scanners, fax machines; compute, record and proof data for records and reports; maintain and update filing, inventory, mailing and database systems either manually or with a computer; open, sort and route incoming and outgoing mail; process and prepare documents such as government forms, letters, memos, and reports; review files records and other documents to obtain information to respond to requests from the public and internal departments within the county; answer the telephone, take and relay messages and respond to inquiries from the general public

- Review, Monitor and update county orders for compliance with State and Federal law
- Process and Review and approve as may be authorized county development permits, driveway permits, road use agreements and other permits assigned to the office.
- Perform duties as assigned by the county judge and commissioner's court.

KNOWLEDGE, SKILLS, AND ABILITY

- Ability to handle customers with professionalism while performing job duties.
- Ability to assist the public with the proper procedures required for new driveway entrances and guide them to the correct Commissioner for inquiries and permits.
- Ability to communicate effectively in person, by phone, in writing and electronically, to interact in a courteous, respectful, and effective manner with the general public, Elected and Appointed Officials of the county and cities, other organizations, and other county personnel.
- Must become familiar with county development resolutions county and state subdivision rules, and flood plain rules and regulations.

Note: The examples of duties are intended only as illustrations of the various types of work performed. The omission of specific statements of duties does not exclude them from the position of work is similar related or a logical assignment to the position.

QUALIFICATION REQUIREMENTS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Potential accommodations will be evaluated to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE

- High School Diploma

LANGUAGE SKILLS

- Must have excellent written and oral skills in English
- Ability to read and speak conversational Spanish is helpful

CERTIFICATES, LICENSES, REGISTRATIONS

- Must have a current Texas Driver License (Class C)

PHYSICAL DEMANDS

- Must be able to hear at a level well enough to hold face to face conversations and hear audible warnings
- Must be able to walk/run over uneven terrain that may require standing, stooping, crawling, or climbing to traverse

PRIMARY TOOLS/EQUIPMENT USED

- Computer usage with Microsoft office, database, and Geographic Information System (GIS) software

WORK ENVIRONMENT

- Exposed to elements (heat, cold, wind, rain, snow, ice, mud, dust)
- Some travel (overnight possible)

The county may modify this job description at any time it desires with or without notice. Formal application, rating of education and experience; oral interview and reference check; job related tests might be required. This job does not constitute an employment agreement between the employer and employee and is subject to change by the employer as needs of the employer and requirements of the job change. The employee further understands, and accepts, that this position falls under the provision of an “At Will” employment, and under circumstances is this a contract for employment.

Applications may be downloaded from the Milam County website at www.milamcounty.net (Click on HR Department Job Listings) or pick up from the Milam County Human Resources Office, located at 806 N. Crockett, Cameron, TX. An application MUST be submitted by email: dlara@milamcounty.net or hand delivered to the Milam County Human Resources Office. Position will be open until filled.