

GRAYSON COUNTY JOB POSTING

Equal Opportunity Employer.

	Date Posted: September 5, 2018 Closing Date: Open Until Filled
Position:	Development Services Coordinator
Department:	Development Services
Salary:	\$49,920 Annual
Job Number:	H8090501
To Apply:	http://www.co.grayson.tx.us/page/hr.howtoapply
Duties:	<p>This position is responsible for assisting the Director of Development Services/County Engineer in the operation of the Development Services Department. Tasks include technical and skilled duties dealing with all aspects of work performed by the Development Services Department, and all other related duties as assigned.</p> <p><u>Essential duties and responsibilities</u></p> <ul style="list-style-type: none"> • Receives, reviews, and processes plats in accordance with the Grayson County Subdivision Regulations • Provide technical assistance to developers to assure compliance with the Grayson County Subdivision Regulations • Assists with processing applications and entering data into the work order system for OSSF permits, development certificates and plats • Processes notices for expired septic system maintenance contracts • Prepares and posts notices/agendas and prepares minutes for public meetings • Assists with the duties of floodplain administrator • Creates, organizes and maintains departmental files, reports, plats, site plans, record drawings, floodplain maps and determinations, and related documents • Prepares a variety of technical reports, maps, illustrations, correspondence and other written materials that include graphic representations • Responds to requests for GIS information from the public, other agencies and other county staff • Performs other related duties as assigned
Qualifications & Requirements:	<p><u>Education/Training/Experience</u></p> <ul style="list-style-type: none"> • High School Diploma or equivalent as certified by proper authority (<i>Associate Degree in Geographic Information Systems or closely related field is highly desirable</i>) • Two years of progressively responsible experience in surveying, engineering, On Site Sanitary Sewer Facilities, Geographic Information Systems or related field <p><u>Knowledge Of</u></p> <ul style="list-style-type: none"> • Modern office practices, procedures and related equipment commonly used in an office environment, including workstations, printers, plotters, communications devices, scanners and other related peripheral devices • Working knowledge of and the ability to create and maintain various filing

	<p>and record keeping systems</p> <ul style="list-style-type: none"> • Property research utilizing appraisal district and county clerk data and information • Principles, practices, concepts and techniques of Geographic Information Systems (GIS) theory and function • Proficient with the use of ESRI ArcGIS software family, AutoCAD, Microsoft Access, and Microsoft Office suite applications (Word, Excel, Outlook, PowerPoint) <p><u>Ability to</u></p> <ul style="list-style-type: none"> • Greet the public courteously and effectively, obtain information, and give understandable explanations or directions • Read and interpret surveys, legal descriptions, cartography, engineering documents, construction plans, and aerial and orthophotography • Perform moderately complex technical computations and compile or analyze GIS data • Compose routine correspondence and reports with illustrations and other graphic representations in a clear, concise, logical, and effective manner, utilizing proper grammar, spelling, punctuation, sentence structure, and tone • Identify potential negative situations and apply conflict resolution principles to mitigate issues • Communicate verbally and in writing with a variety of people to effectively provide information, train others and offer consultative advice • Establish and maintain effective working relationships with staff, other County employees/ departments, County officials, and the public <p><u>Licenses/Certifications:</u></p> <ul style="list-style-type: none"> • Valid Class “C” Motor Vehicle Operator’s License • Training in the National Flood Insurance Program (NFIP) with a possession of a Certified Floodplain Manager (CFM) certificate or will obtain such a certificate within 6 months of beginning employment • A Designated Representative License obtained from the TCEQ or will obtain such a certificate within 6 months of beginning employment • <i>A GISP Certificate is highly desirable</i>
Benefits:	Excellent employer paid health insurance, vacation, sick leave, retirement plan and paid holidays. Many options for employee paid voluntary products.

Persons with disabilities are encouraged to request assistance during the application process by calling 903.813.4091.