

GRAYSON COUNTY JOB POSTINGS

Equal Opportunity Employer

Persons with disabilities are encouraged to request assistance during the application process. Please call the Human Resources Dept. at 903-813-4091 to request assistance.

	<p>Date Posted: September 5, 2018 Closing Date: Open Until Filled Positions Open: 1</p>
Position:	Development Services Coordinator
Department	Development Services
Job Number:	H8090501
Minimum Salary:	
Duties	<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 EnerGOV 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:	<p>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>)</p> <p>Four years of progressively responsible experience in surveying, engineering, On Site Sanitary Sewer Facilities, Geographic Information Systems or related field</p>
Requirements:	Must pass background check and pre-employment drug screen.
Benefits:	Excellent benefits including employer paid health insurance, vacation, sick leave, paid holidays and retirement plan.