

Rural Development Permit Coordinator

Job Description: To regulate all permits in Atascosa County including, but not limited to, all driveway permits (commercial & residential), floodplain permits, road bore permits, temporary water line permits, County right-of-way permits, etc. as well as assisting with issuing 911 addresses.

Duties:

- Receive, review, and process all relevant permits in accordance with County standards
- Collect and process permit fees in compliance with County policies and procedures
- Conduct required inspections related to permitted work
- Communicate effectively with Commissioners, County staff, and residents to ensure permit-related issues are addressed efficiently and professionally
- Learn and support floodplain administration functions
- Assist with floodplain management activities, including inspections, valuations, construction reviews, and complaint investigations
- Assist with managing incoming calls and public inquiries as needed
- Issue 911 addresses in coordination with the Director of Rural Development
- Learn and become proficient in the County's GIS software (ArcGIS Pro)
- Prepare and submit monthly reports to the Director of Rural Development and the County Auditor's Office
- Represent Atascosa County in a professional and courteous manner at all times
- Perform other duties as assigned

Minimum Requirements:

- Proficient in Microsoft Word, Excel, and Outlook
- Interpersonal skills
- Willingness to learn new computer programs and skills
- Bilingual preferred

Salary & Benefits:

- Pay will be between \$22 and \$24 per hour based on experience with an additional \$4,000/year stipend when an additional certification is obtained
- Monthly uniform allowance
- Paid vacation and sick leave
- Medical insurance provided
- Retirement plan with TCDRS
- Major holidays off
- Monday through Friday, 8am-5pm with an hour lunch every day

For questions or application submissions, please contact:

Britni Van Curan, Director of Rural Development

830-769-2748

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