



# Bastrop County Job Posting

804 Pecan Street, Bastrop TX 78602

(512) 581-7120

*An Equal Opportunity Employer*

<b>Title:</b>  Land Division Planner I	<b>Opening Date:</b>  October 13, 2023	<b>Application Deadline:</b>  Open Until Filled	<b>Job #:</b>  231011
<b>Department:</b>  Development Services	<b>Starting Salary:</b>  \$21.35 - \$23.35/hr	<b>Location:</b>  Bastrop, Texas	<b>Travel:</b>  N/A

## INTERNAL AND EXTERNAL JOB POSTING

**Brief Job Description:** This position is responsible to the Bastrop County Commissioners Court, County Engineer, assisting in the supervision, management, and record keeping of subdivision platting, land planning, and related activities. Assist in planning functions within assigned division related to comprehensive or current planning; to gather and report pertinent social, economic, and physical data relevant to planning activities.

**General Knowledge, Skills, & Abilities:** Perform multiple tasks simultaneously in a timely manner; Obtain, record, and disseminate accurate information from telephone conversations and personal contact; Communicate clearly and concisely, both verbally and in writing; Be detail orientated, and have strong communication, interpersonal, problem solving, analytical, organizational, conflict resolution, and stress tolerance skills; Understand and follow verbal and written instructions; Conduct business in a professional, courteous manner; Function independently, exercise good judgment, manage multiple projects, and meet deadlines; Establish and maintain effective working relationships with those contacted in the course of the job; Demonstrate personal communication skills including effective telephone skills and public speaking; Operate equipment required to perform essential job functions; Work independently in the absence of supervision; Work in a safety-conscious environment and to follow and promote good safety practices; Handle exposure to potentially hostile individuals; Maintain confidentiality and security of information encountered in work activities at all times;

**Minimum Qualifications:** Must possess a high school diploma or equivalent. One year of previous experience performing administrative duties, data entry and retrieval, or planning -related duties; Prior experience or training related to planning is preferred; or an equivalent combination of education, training and experience. Must possess a valid Texas Driver's License.

Bastrop County does not discriminate on the basis of race, color, age, national origin, sex, religion or disability in employment or in its activities. Minorities, Veterans, and Disabled applicants are encouraged to apply.

A Bastrop County Job Application is required, and can be downloaded from our website at: <http://www.co.bastrop.tx.us/page/co.jobs>. Applicants may email applications to [apply@co.bastrop.tx.us](mailto:apply@co.bastrop.tx.us). Applications postmarked after the closing date will not be accepted. Unless otherwise indicated, regular attendance is an essential job requirement of all positions in the county. This position may require shift work outside the normal business hours and weekends. All positions requiring a degree and/or licensing require proof of degree and/or license. Your application for employment with Bastrop County may subject you to a criminal background check.

**IMPORTANT NOTE TO ALL APPLICANTS:** Only applicants scheduled for interviews will be contacted. If you are scheduled for an interview and require any reasonable accommodation in our interview process, please inform the hiring representative who calls you to schedule your interview. Whenever possible, please give the hiring representative sufficient time to consider and respond to your request. Thank you for considering employment with Bastrop County. Visit our website at: <http://www.co.bastrop.tx.us/site/jobs>.



## **BASTROP COUNTY, TEXAS**

### **Job Description**

**Job Title:** Land Division Planner I

**Department:** Engineering

**FLSA Status:** Non-Exempt

**Reports To:** Assistant County Engineer

**SUMMARY:** This position is responsible to the Bastrop County Commissioners Court, County Engineer, assisting in the supervision, management, and record keeping of subdivision platting, land planning, and related activities. Assist in planning functions within assigned division related to comprehensive or current planning; to gather and report pertinent social, economic, and physical data relevant to planning activities.

#### **SUPERVISION RECEIVED AND EXERCISED:**

Receives supervision from the Assistant County Engineer and the County Engineer;

Exercises no supervision.

#### **ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following:

1. Review application for plan, plats, and vacations of ROW & easements for completeness in accordance with Bastrop County Subdivision Regulations and applicable state law;
2. Disseminate plans and plats to various county departments/city agencies for their review and comments;
3. Gather and disseminate all county departments/city agencies review comments to developer and/or designee;
4. Research, prepare and complete special projects;
5. Maintain records, filing, system, hard copy and databases;
6. Use GIS mapping software for research, mapping, and recording geographic information;
7. Present a professional image to the public as a representative of Bastrop County and other County staff members;
8. Establish and maintain a professional relationship with internal and external associates;
9. Conduct site inspections in response to development application or compliant. Complete necessary documentation of inspections findings include taking legal action and represent department at legal proceedings.
10. Ensure that confidential information is protected;

11. Works as part of a team and maintains a cooperative, helpful attitude towards fellow workers, supervisors, and the general public; and
12. Performs related work or duties as assigned by supervisor.

**OTHER FUNCTIONS:** Have general knowledge of the functions of other sections within the department and other county offices. Assist in the operation of other sections within the department as needed. Performs other job related duties as directed by supervisor(s).

**NOTE:** The essential functions describe the general nature and level of work being performed by employees holding this position. This is not intended to be a comprehensive listing of all duties and responsibilities required, nor are all duties listed necessarily performed by any one employee so classified.

**MINIMUM QUALIFICATIONS:** 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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Knowledge of:**

Professional Customer Service skills;  
Applicable laws as related to the Local Government Code Chapter 232;  
Applicable laws as related to the Transportation Code Chapter 251;  
Bastrop County Subdivision Regulations;  
Bastrop County policies and procedures;  
Standard office policies, procedures, and equipment;  
Personal Computer skills and software, including Microsoft Office;  
Proper English usage, spelling, grammar and punctuation;  
Telephone techniques and etiquette;  
Principles and procedures of office organization and record keeping;  
Basic arithmetic;  
Data entry and retrieval;  
Establishing and maintaining a database in Excel or other program

**Ability to:**

Perform multiple tasks simultaneously in a timely manner;  
Obtain, record, and disseminate accurate information from telephone conversations and personal contact;  
Communicate clearly and concisely, both verbally and in writing;  
Be detail orientated, and have strong communication, interpersonal, problem solving, analytical, organizational, conflict resolution, and stress tolerance skills;  
Understand and follow verbal and written instructions;  
Conduct business in a professional, courteous manner;  
Function independently, exercise good judgment, manage multiple projects, and meet deadlines;  
Establish and maintain effective working relationships with those contacted in the course of the job;  
Demonstrate personal communication skills including effective telephone skills and public speaking;  
Operate equipment required to perform essential job functions;  
Work independently in the absence of supervision;  
Work in a safety-conscious environment and to follow and promote good safety practices;  
Handle exposure to potentially hostile individuals;  
Maintain confidentiality and security of information encountered in work activities at all times;

**Physical Demands:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential duties of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Maintain effective audio-visual discrimination and perception needed for:

Making observations, reading and writing, operating assigned equipment, and communicating with others; Employee must have visual abilities including close vision, distance vision, depth perception, peripheral vision, and the ability to adjust focus.

Maintain physical condition needed to accomplish the performance of assigned duties and responsibilities, which may include:

Walking, sitting, or standing for long periods of time; Lifting and carrying materials weighing up to 25 pounds such as files or stacks of records; Occasional climbing, stooping, crawling, squatting, and/or kneeling.

Maintain mental capacity sufficient to accomplish the performance of assigned duties and Responsibilities, which may include:

Handling stressful situations;  
Interpreting federal laws and regulations;  
Effective interaction and communication with others;  
Prepare clear and concise reports;  
Making sound decisions in a manner consistent with the essential job functions.

### **EXPERIENCE, EDUCATION, and LICENSING:**

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

#### **Experience:**

One year of previous experience performing administrative duties, data entry and retrieval, or planning - related duties;  
Prior experience or training related to planning is preferred; or an equivalent combination of education, training and experience.

#### **Education:**

High School diploma.

#### **Licensing:**

Possession of a valid Texas driver's license and an acceptable driving record.

### **SELECTION GUIDELINES:**

Formal application; rating of education and experience; oral interview; reference and criminal background checks; job-related tests may be required.

**\*\*\* This position is subject to reasonable suspicion and/or post-accident testing for drugs and alcohol.**

*This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the 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 no circumstances is a contract for employment.*