



# Bastrop County Job Posting

804 Pecan Street, Bastrop TX 78602

(512) 581-7120

*An Equal Opportunity Employer*

<b>Title:</b> <b>Plan Reviewer</b>	<b>Opening Date:</b> <b>September 10, 2024</b>	<b>Application Deadline:</b> <b>Open Until Filled</b>	<b>Job #:</b> <b>240909</b>
<b>Department:</b> <b>Development Services</b>	<b>Starting Salary:</b> <b>\$25.90- \$27.90 Hourly</b>	<b>Location:</b> <b>Bastrop, Texas</b>	<b>Travel:</b> <b>N/A</b>

## **INTERNAL/EXTERNAL JOB POSTING**

**This position can't be filled until October 1, 2024.**

**Brief Job Description:** The Development Services Plan Reviewer's primary responsibilities include: primary reviewer of development permits that do not require Engineer review, handling telephone calls and email, distribute information, document retrieval, and record maintenance. Secondary duties include: providing back-up to Development Services Technicians.

**Knowledge, Skills and Abilities:** Personal computer skills and software, including Microsoft Office Suite, including Word, Excel, Access and Outlook; Adobe Acrobat and Reader. Rules and regulations related to development, driveway and subdivision inspections, Demonstrate personal communication skills including effective telephone skills and public speaking; Bastrop County policies and procedures.

**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.

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Bastrop County does not discriminate on the basis of race, color, age, national origin, sex, religion or disability in employment or in its activities.

A Bastrop County Job Application is required, and can be completed at:

<https://na3.docusign.net/Member/PowerFormSigning.aspx?PowerFormId=a7d71333-73b6-4ae5-b3d7-a59c651de914> 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. 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. This position has a six month eligibility list for qualified applicants. Visit our website at:

<http://www.co.bastrop.tx.us/page/co.jobs>



## BASTROP COUNTY, TEXAS

### Job Description

**Job Title:** Development Services Plan Reviewer

**Department:** Development Services

**FSLA Status:** Non-Exempt

**Reports To:** Assistant County Engineer

#### **SUMMARY:**

The Development Services Plan Reviewer's primary responsibilities include: primary reviewer of development permits that do not require Engineer review, handling telephone calls and email, distribute information, document retrieval, and record maintenance. Secondary duties include: providing back-up to Development Services Technicians.

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

Receives supervision from Assistant County Engineer.

Provides guidance and instruction to the Development Services Technicians

Exercises no supervision.

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

1. Review and issue development permits that do not require Engineer review
2. Manage My Government Online (MGO) application and permitting database. Includes coordination with MGO staff regarding performance of database and permit process updates.
3. Track permit related material uploads and assign new submittals and resubmittals to development services review staff.
4. Generate monthly development permit reports and coordinates reporting with Floodplain Manager.
5. Present a professional image as a representative of Bastrop County and Development Services and provide exceptional customer service to internal departments, external associates, and the public.
6. Communication, customer service activities, coordination of permit application processing, handles telephone phone calls and emails, and direct customers to the proper functional area or staff member.
7. Provide Development Services general information and application processes for development, driveway and subdivision inspections, floodplain construction, on-site

sewage facilities, environmental investigations, retail food inspections, address assignments, county right-of-way, and endangered species.

**OTHER FUNCTIONS:** Performs other job related duties as directed by supervisor(s). **Regular attendance is considered an essential function of this position though Tele-Working is allowed with the approval of the Development Services Director/County Engineer. 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 is 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:**

Personal computer skills and software, including Microsoft Office Suite, including Word, Excel, Access and Outlook; Adobe Acrobat and Reader.

must show ability to learn other software packages; and have accurate, efficient keyboarding skills.

Standard office equipment, including, printers, plotters, and multifunction copier/scanner/fax machine.

Proper English usage, spelling, grammar and punctuation.

Rules and regulations related to development, driveway and subdivision inspections, floodplain construction, on-site sewage facilities, environmental investigations, retail food inspections, address assignments, county right-of-way, and endangered species. Customer service processes.

Standard office policies.

**Ability to:**

Provide customer service activities, coordination of permit application processing,; Conduct business with the public in a professional, courteous manner; Bilingual communication (English/Spanish);

Establish and maintain effective working relationships with those contacted; Demonstrate personal communication skills including effective telephone skills and public speaking;

Record, and disseminate accurate information from telephone conversations and personal contact; Communicate clearly and concisely, both verbally and in writing;

Complete routine business correspondence;

Understand and follow verbal and written instructions;

Perform multiple tasks simultaneously in a timely manner;

Function independently, exercise good judgment, manage multiple projects, and meet deadlines; Work as part of a team;

Operate equipment and software required to perform essential job functions;

Work in a safety-conscious environment and to follow and promote good safety practices; Handle exposure to potentially hostile individuals;

Maintain confidentiality of information encountered in work activities at all times. Respond quickly and effectively to changing circumstances.

Become familiar with rules and regulations related to development, driveway and subdivision

**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:

**Education and Experience:**

Associate's degree in a related discipline AND two (2) years of related increasingly responsible work experience in a related field, or any combination of experience and training that would provide the required knowledge, skills and abilities.

OR,

Any combination of education and experience that has been achieved and is equivalent to the stated education and experience and required knowledge, skills, and abilities sufficient to successfully perform the duties and responsibilities of this job.

Bilingual in English/Spanish preferred  
Data entry, GIS, cartography or related experience desired.

**SELECTION GUIDELINES:**

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

**\*\*\* This position is subject to random and/or 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.*