



Bastrop County Job Posting

804 Pecan Street, Bastrop TX 78602

(512) 581-7120

An Equal Opportunity Employer

Title: Planning and Platting Director	Opening Date: October 22nd, 2025	Application Deadline: Open until filled	Job #: 251004
Department: Planning and Platting	Starting Salary: \$2,737.08 - \$2,897.08 SAL	Location: Bastrop, TX	Travel: Moderate

INTERNAL AND EXTERNAL JOB POSTING

This position can't be filled until December 1, 2025

Brief Job Description: Under the supervision of the Bastrop County Commissioners Court/Liaison, this position performs long-range planning functions for Bastrop County. Work involves planning work, demographic analysis, working with grants, and working with internal and external agencies. Manages the Platting staff and assures plats comply with the Bastrop County Subdivision Regulations. Assists the commissioners court with updating the subdivision regulations as required by statute.

Knowledge, Skills and Abilities: Proficient in demographic analysis and advanced principles and practices of planning. Skilled in the use of personal computers and software, including Microsoft Office. Demonstrated ability to provide professional customer service, perform multiple tasks efficiently under tight deadlines, and manage several projects simultaneously. Properly interpret, understand and make decisions in accordance with laws, regulations, and policies.

Minimum Qualifications: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily, have a College/Bachelors degree in urban planning or related field of study, and a valid Texas Driver's license (or a valid out of state Driver's license with the ability to obtain a TXDL within 90 days). Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

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:

[Bastrop County Employment Application](http://www.co.bastrop.tx.us/page/co.jobs)

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: Planning and Platting Director

Department: Planning and Platting

FSLA Status: Exempt

Reports To: Bastrop County Commissioners' Court

SUMMARY: This position performs long-range planning functions for Bastrop County. Work involves planning work, demographic analysis, working with grants, and working with internal and external agencies. Manages the Platting staff and assures plats comply with the Bastrop County Subdivision Regulations. Assists the commissioners court with updating the subdivision regulations as required by statute.

SUPERVISION RECEIVED AND EXERCISED:

Receives direct supervision from the Bastrop County Commissioners Court/Liaison.

Exercises supervision over and provides guidance, instruction, direction and leadership to the Land Division Planners/Technicians.

Works with the Engineering and Health & Sanitation Departments, managers and staff collaboratively.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following:

1. Responsible for the long- and short-range planning functions of Bastrop County to include transportation planning, air quality planning, comprehensive and land use planning, and other initiatives and the development of associated planning documents. Seeks and applies for grant funding for these planning functions as available.
2. Serves as liaison to, and coordinates closely with the cities in Bastrop County and surrounding area in matters pertaining to comprehensive and long-range planning, transportation planning issues, and development.
3. Serves as an active participant in local, area, and regional organizations related to Departmental initiatives, such as CAMPO, CAPCOG, committees of each of the cities, etc.
4. Evaluates proposed site plans and proposed subdivisions for compliance with regulations, adopted policies, and best practice standards; and when necessary, provides comments and alternatives to bring into compliance.
5. Serves as the demographer for Bastrop County and regularly reports growth trends to the Commissioners Court.
6. Engaged in the review and drafting of development related legal documents, including but not limited to development agreements and interlocal agreements, in conjunction with other staff.
7. Manages special projects as assigned by Commissioners court.

SUPERVISORY RESPONSIBILITIES: Directs daily activities and assignments of departmental staff. Carries out supervisory responsibilities in accordance with the County's policies and applicable laws. Responsibilities include interviewing, hiring, and training employee(s); planning, assigning, and directing work; appraising performance; rewarding and disciplining employee(s); addressing complaints and resolving problems under the direction and approval of the Commissioners Court.

OTHER FUNCTIONS: Performs other job-related duties as directed by Commissioners court/liason. **Regular attendance is considered an essential function of this position though Tele-Working is allowed as well as flex-hours to accommodate continuing education/higher education/certification training.** **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, have a college/Bachelors degree in urban planning or related field of study, and a valid Texas Driver's license (or a valid out of state Driver's license with the ability to obtain a TXDL within 90 days). 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:

Demographic analysis
Advanced principles and practices of planning
Personal Computer skills and software, including Microsoft Office;
Professional Customer Service skills;
Proper English usage, spelling, grammar and punctuation;
Standard office policies, procedures, and equipment;
Bastrop County policies and procedures.

Ability to:

Perform multiple tasks simultaneously in a timely manner;
Record, and disseminate accurate information from telephone conversations and personal contact;
Communicate clearly and concisely, both verbally and in writing;
Understand and follow verbal and written instructions;
Complete routine business correspondence;
Effectively speak to small audiences to convey information;
Properly interpret, understand and make decisions in accordance with laws, regulations, and policies;
Conduct business with the public 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 of information encountered in work activities at all times;
Attend occasional evening and weekend meetings.

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; Moving materials weighing up to 25 pounds such as files or stacks of records; Occasional climbing, stooping, crawling, squatting, &/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:

1 year experience working for a local government in community planning or a related field.

Education:

Bachelors Degree in Urban Planning, Community Planning or a related field.

SELECTION GUIDELINES:

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

Drug and Alcohol Testing:

This position is subject to random and/or reasonable suspicion and/or post-accident testing for drugs and alcohol in accordance with applicable federal and state laws and County policy.

Employment At-Will:

This job description does not constitute an employment agreement and is subject to change. Under no circumstance is this job description, or any part of it, to be construed as a contract of employment, either express or implied.

Employment is at-will and may be terminated at any time by either the employer or employee.