



Bastrop County Job Posting

804 Pecan Street, Bastrop TX 78602
(512) 581-7120

An Equal Opportunity Employer

Title: Administrative Tech	Opening Date: January 4, 2022	Application Deadline: Open Until Filled	Job #: 211206
Department: Development Services	Starting Salary: \$35,000 – 40,000 Annually	Location: Bastrop, Texas	Travel: N/A

INTERNAL/EXTERNAL JOB POSTING

Brief Job Description: The position is responsible for providing customer service to the general public, county staff and officials regarding on-site-sewage facilities (OSSF) permitting, maintenance contracts, contract renewals and inspection reports investigations and complaints; environmental investigations; My Government Online (MGO) permit database system management; and management reporting..

General Knowledge, Skills, and Abilities: Personal computer skills and software, including Microsoft Office Suite, including Word, Excel, Access and Outlook; Adobe Acrobat and Reader; Must demonstrate 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. Learn and apply the principles and techniques of GIS software, tools and functionality including ESRI ArcGIS Desktop, Become familiar with rules and regulations related to addressing, development, land division, floodplain, driveway, endangered species, environmental, on-site sewage facilities and retail food.

Minimum Qualifications: High School diploma or equivalent. Two year Associates Degree preferred. Bilingual in English/Spanish. Two (2) years' experience in related field. TCEQ Designated Representative (DR) and Site Evaluator (SE) I licenses preferred, or ability to obtain within one year.

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 completed/submitted at: [Bastrop County Job Applications](#) A resume will be considered, but will not be accepted in lieu of application. Applicants may mail or drop off an application at: Bastrop County, Attn: HR, 804 Pecan Street, Bastrop, Texas 78602 OR email applications to 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: <https://www.co.bastrop.tx.us/page/co.jobs>



BASTROP COUNTY, TEXAS

An Equal Opportunity Employer

Job Description

Job Title: Administrative Technician

Department: Development Services

Reports To: Environmental and Sanitation Services Manager

FLSA Status: Non-exempt

SUMMARY

The position is responsible for providing customer service to the general public, county staff and officials regarding on-site-sewage facilities (OSSF) permitting, maintenance contracts, contract renewals and inspection reports investigations and complaints; environmental investigations; My Government Online (MGO) permit database system management; and management reporting.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed 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.

DUTIES AND RESPONSIBILITIES

1. Present a professional image as a representative of Bastrop County and the Engineering and Development Services Department.
2. Provide information and answer questions from the public and maintenance providers concerning OSSF permit applications, complaints, investigations, maintenance contracts, renewals, and reporting records.
3. Interpret and apply Texas Commission on Environmental Quality and other State Regulatory Agency rules and regulations governing the application of OSSF and the other environmental and public health codes.
- 4.

5. Manage OSSF maintenance contracts and inspection reports including timely processing and entering and maintaining data in MGO to ensure compliance with TCEQ regulations. Maintain records, filing system, and hard copies as required.
6. Process MGO OSSF permit applications and maintain records, filing system, and hard copies as required.
7. Generate timely and monthly management reports and other reports as required.
- 8.
9. Provide information and answer questions from the public regarding environmental investigations, compliance and enforcement. Coordinate and schedule inspections with Environmental Investigator as required.
10. Operate a variety of office equipment including telephone, fax machine, computer, copier, and other equipment related to duties.
11. Attend meetings, education courses, and other activities to remain current with rules and regulations.
- 12.

SUPERVISORY RESPONSIBILITIES

No direct supervisory responsibilities.

OTHER FUNCTIONS

Performs other job related duties as assigned.

COMPETENCIES

To perform the job successfully, an individual should demonstrate the following:

Analytical - Synthesizes diverse information; collects and researches data; uses intuition and experience to analyze data; implements solutions and recommendations; and designs work flows and procedures.

Problem Solving - Identifies and resolves problems in a timely manner; gathers and analyzes information skillfully; develops alternative solutions; works well in group problem solving situations; and uses reason when dealing with emotional topics.

Technical Skills - Assesses own strengths and weaknesses; pursues training and development opportunities; strives to continuously build knowledge and skills; and shares expertise with others.

Interpersonal Skills - Focuses on solving conflicts; maintains confidentiality; listens to others without interrupting; keeps emotions under control; remains open to other ideas and tries new things.

Oral Communication - Speaks clearly and persuasively in positive or negative situations; listens and obtains clarification; responds well to questions; demonstrates group presentation skills; and participates in meetings.

Written Communication - Writes clearly and informatively; edits work for spelling and grammar; varies writing style to meet needs; presents numerical data effectively; able to read and interpret written information.

EDUCATION AND/OR EXPERIENCE

High school diploma or equivalent required, technical training and a minimum of two (2) years experience in related field.

2-year Associates Degree in related field preferred.

CERTIFICATES, LICENSES, REGISTRATIONS

Valid Texas Drivers License.

TCEQ Designated Representative (DR) and Site Evaluator (SE) I licenses preferred, or ability to obtain within one year.

LANGUAGE SKILLS

Ability to respond to common inquiries or complaints from customers, regulatory agencies, or citizens of the county, in English and/or Spanish; ability to make effective and persuasive speeches and presentations on different topics; and be able to publicly present himself/herself in a professional manner.

Bi-lingual in English and Spanish preferred.

REASONING ABILITY

Ability to diagnose and solve practical problems and interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

COMPUTER/TECHNICAL SKILLS

Proficient in personal/laptop computer, including Windows; Internet Explorer; Microsoft Office (Word, Excel, Access, Outlook, PowerPoint), MGO and ArcGIS software.

PHYSICAL DEMANDS

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

While performing duties, the employee is regularly required to use hands to finger, handle, or feel, reach with hands and arms, and talk or hear. The employee is frequently required to stand, walk, sit and stoop, kneel, crouch, or crawl. The employee is occasionally required to climb or balance and taste or smell. The employee must occasionally lift and/or move up to 30 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, depth perception and ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee regularly works in in an office setting and occasionally in the field. The employee may travel to various locations which may require climbing and descending on un-level ground and is exposed to moving mechanical parts, heavy equipment and outside weather conditions. The employee is occasionally exposed to high, precarious places, fumes or airborne particles, and toxic or caustic chemicals and vibration. The noise level in the work environment is often loud.

WORK SCHEDULE

Work hours are Monday thru Friday, 8:00 am – 5:00 pm. Work hours may vary depending upon department activities. Generally, the position works eight (8) hours per day with some flexibility allowed for setting regular starting and ending times subject to supervisor approval.

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.