



COUNTY OF HIDALGO

Department of Human Resources

Job Title: **COORDINATOR II, SUBDIVISION**
Grade: 11

The County of Hidalgo Department of Human Resources reserves the right to select candidates considered to be the most highly qualified based on education and experience. The hiring department will interview and select the candidates provided by the Department of Human Resources.

GENERAL DESCRIPTION

Management level position of an individual who possesses the educational background, knowledge, and/or relevant experience as regards subdivision development in a rapidly growing community. Responsible for assisting the Director of Planning in managing the Planning Department Subdivision Development Division. Communicates with the general public, other County Departments, Municipalities in Hidalgo County, elected officials and other governmental entities with regard to subdivision development and the enforcement of the Hidalgo County Subdivision Regulations.

EXAMPLES OF WORK PERFORMED

Oversees preparation, publication, and distribution of agendas for public meetings and prepares accurate legal notices for public hearings and other matters requiring notifications

Reviews subdivision development plans, prepares staff comments, and advises the Hidalgo County Subdivision Advisory Board, Engineers and developers regarding proposed plans

Effectively and courteously communicates orally and in writing with the public, city officials and employees of the County

Addresses public bodies regarding subdivision development plans and applications

Promptly obtains and provides accurate and complete information when requested by members of the public and officials and employees of the County

Researches necessary information and prepares land use reports

Management and oversight of subdivision development staff is required, with experience preferred

Oversees Subdivision Advisory Board meetings and assists in confirming compliance with Hidalgo County Subdivision Rules and Regulations and the Texas Water Development Board Rules

Responsible for enforcement of statutes adopted by Hidalgo County that relate to colonias prevention and illegal land use

Coordinates with Hidalgo County Drainage District #1 in regards to review and compliance with drainage plans in proposed subdivisions

Ensures compliance with the Hidalgo County Subdivision Regulations with regard to water, wastewater, paving and drainage improvements

Works directly with the Office of the Attorney General with regards to enforcement of the Colonia Prevention Laws as they pertain to illegal subdivision development in the County

Performs related work as assigned

EXPERIENCE AND EDUCATION

Bachelor's degree from an accredited college or university with course work in regional planning, engineering practices or related field

One (1) or more years of progressively responsible experience in subdivision development coordination is required

Two (2) years of related experience may be substituted for one (1) year of education

CERTIFICATES, LICENSES AND REGISTRATION

Must have a current valid Texas motor vehicle operator's license

Must be able to be insured by the County's insurance carrier

KNOWLEDGE, SKILLS AND ABILITIES

Proficient knowledge in subdivision rules and regulations as well as preparation and review of subdivision plans

Ability to prepare and review subdivision plans

Ability to conduct inspections and prepare reports

Ability to read, analyze, and interpret blueprints, engineering periodicals, professional journals, technical procedures, or governmental regulations

Ability to write reports and business correspondence

Ability to effectively present information and respond to questions from groups, contractors and employees of the organization

Must have the ability to read, write, and comprehend English language fluently (bilingual preferred)

Employee may be assigned other duties in addition to those listed; duties may change according to the changing needs of the County

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.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand. The employee is occasionally required to walk; sit; use hands to find, handle, or feel objects, tools or controls; reach with hands and arms; climb or balance; stoop and kneel.

The employee must occasionally lift and/or move over twenty-five (25) pounds. Specific vision abilities required by this job include close vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounter while performing the essential functions of this job.

The noise level in the work environment is usually moderate.

SAFETY REQUIREMENTS

Maintain physical conditions appropriate to the performance of assigned duties and responsibilities which may include the following:

- sitting for extended periods of time
- standing for extended periods of time
- operating assigned equipment

Maintain mental capacity which permits:

- making sound decisions and using good judgment
- demonstrating intellectual capabilities

Effectively handle a work environment and conditions which involve:

- working closely with others
- working in a multi-task environment

Maintain effective audio-visual discrimination and perception needed for:

- making observations
- reading and writing
- operating assigned equipment
- communication with others
- required to follow the County of Hidalgo Accident Prevention Plan and department's safety regulations