



COUNTY OF HIDALGO

Department of Human Resources

Job Title: **PLANNING INSPECTOR I**
Grade: 04

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

Entry level position of an individual who possesses the educational background, knowledge, and/or relevant experience as regards land use administration in a rapidly growing community.

EXAMPLES OF WORK PERFORMED

Assist in conducting on-site inspections to enforce the proper setbacks, floor elevations, the amount of dwelling structures allowed on a site and verify if applicable for residential utility connections, etc. and if any subdivision development is being established without the County's acknowledgement

Evaluate compliance state laws and other County ordinances by visual on-site inspections and reviews of development applications

Correctly advise the public regarding development requirements and procedures, the National Flood Insurance Program, and the appeals and amendment procedures with regard to setback violations

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

Reviews development plans, prepares staff comments, and advises applicant of any necessary changes, if any, in order to comply with County requirements

Researches demographic and economic information and writes reports for the Planning Director, Planning Commission, and County Commissioners

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

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

Performs other duties as assigned

EDUCATION AND EXPERIENCE

Associate's degree with course work in regional planning or a related field

Progressively responsible experience as a planner preferred

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

Must possess required knowledge, skills, abilities and experience and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed

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

Skill in establishing and maintaining good working relationships with other County employees and the public

Skill in collecting, analyzing and interpreting applicable research data and presenting it in a clear and concise manner

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