



Victoria County, TX

POSITION PROFILE

Position Title:	Development Coordinator	Grade:	General – Grade 14
Department:	Engineering & Development	Salary:	\$27.89-\$35.91
Accountable to:	County Engineer	Status:	Non-Exempt

Primary Objectives

The Development Coordinator supports county development operations by coordinating permitting, reviewing development proposals, and ensuring compliance with applicable regulations. Working closely with the County Engineer, Director of Engineering & Development, and Assistant County Engineer, this role evaluates residential and non-residential development requests, identifies applicable requirements, and serves as a key liaison between the County and developers. The position is responsible for managing development-related processes, maintaining accurate records, and ensuring adherence to federal, state, and local laws, ordinances, and standards. Strong written communication, organizational, and interpersonal skills are essential to effectively collaborate with internal departments, public agencies, contractors, and the community.

Supervision Received

Work is performed under the limited supervision of County Engineer.

Supervision Exercised

None.

PRIMARY DUTIES AND RESPONSIBILITIES

1. Coordinate and process all development-related applications and requests within the County, including unincorporated areas and ETJ, ensuring completeness and compliance with applicable regulations.
2. Review and facilitate approval of subdivision plats, re-plats, final plats, and plat exemptions, including compliance with design standards and floodplain requirements.
3. Administer and track development permitting processes, ensuring adherence to the Victoria County Development Standards Manual and all federal, state, and local laws and ordinances.
4. Serve as the primary liaison between developers, County departments, and external agencies; organize and participate in pre-development meetings to guide projects through regulatory requirements.
5. Monitor and inspect permitted development sites to ensure compliance with approved plans and regulatory standards.
6. Maintain and update development policies, procedures, forms, and the Development Standards Manual; recommend process improvements to enhance efficiency and compliance.
7. Support departmental operations and public engagement efforts, including stakeholder coordination, outreach programs, and communication with officials, contractors, and the general public.
8. Performs other duties as assigned. *Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.*

MINIMUM QUALIFICATIONS

- Bachelor's degree (B.A.) from a four-year college or university and considerable (3-5 years) experience required.
- Certified Floodplain Manager (CFM) preferred, or complete accreditation within 1-year of hire.

WORKING CONDITIONS

The characteristics listed below are representative of the physical demands, physical agility, sensory requirements, and environmental exposures required by an individual to successfully perform the essential duties of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties.

- Employees sit most of the time but may walk or stand for some periods of time.
- This is medium work requiring some physical agility such as: climbing, stooping, kneeling, crouching, crawling, reaching, pushing, pulling, repetitive motions and manual dexterity.
- Sensory requirements include specific vision abilities - close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus, ability to convey detailed or important instructions to others accurately, loudly or quickly and standard hearing requirements - hear information at normal spoken word levels.

Physical Exertion (Pounds)	
Up to 10	Occasionally
Up to 25	Occasionally
Up to 50	Seldom or never
Up to 100	Seldom or never
100 or more	Seldom or never

Environmental Exposures	
Work near moving mechanical parts	Seldom or never
Work in high, precarious places	Seldom or never
Toxic or caustic chemicals	Seldom or never
Outdoor weather conditions	Occasionally
Extreme Cold, non-weather	Occasionally
Extreme Heat, non-weather	Occasionally
Noise Level	Moderate

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.