

Director of Development Services

The Commissioners Court of Fannin County, Texas is soliciting applications with resumes for the position of Development Services Director. Minimum qualifications shall include but not be limited to the following:

The Director shall be responsible initiating, coordinating, and managing the implementation of a wide variety of projects related to the Development Services Department. This position oversees, directs and participates in major activities and programs in the department, including organizing, managing, and providing administrative direction and oversight for activities in the department, including permitting and planning.

The Director will oversee the review of subdivisions, subdivision plats, development permits, zoning, and the enforcement of State and Federal statutes or County rule violations.

Review site plan for accurate information showing lot lines, setbacks and building lines where applicable. Ensure no encroachment of any setback by new construction. Review placement of structure to make sure location is outside given floodplain and require elevation certificate where applicable. Determine that plans and specifications comply with applicable rules and regulations.

Administers and maintains the Fannin County Subdivision Rules and Regulations. Director attends regularly scheduled meetings, special meetings, and participates actively in discussion of matters coming before the Commissioners Court, providing relevant information and recommends policies required in the public interest.

Responds to and resolves citizen inquiries and concerns and helps to resolve at times controversial issues.

Ensures that assigned area of responsibility is performed within budget; prepares annual budget for the department; and ensures the efficient use of budgeted funds, materials, facilities and time.

Applications may be obtained from the Fannin County Auditor's Office at 101 East Sam Rayburn Drive, Ste. 302 or on the County website www.co.fannin.tx.us.

For further information contact the Fannin County Auditor's Office, Christy Haggard at (903) 583-7451 or E-mail clhaggard@fanninco.net. Fannin County is an equal opportunity employer.