

JOB DESCRIPTION

Montague County Grant Coordinator, Subdivision Development Officer, and ADA Coordinator

Reports to: Montague County Judge

Hours: Part-Time, hours to be determined

Salary: \$32.76 an hour

Job Description: Maintain office with varied responsibilities, including, but not limited to the following:

Grant Coordinator

- Search for and identify grants that will be beneficial to the county
- Complete grant applications, with approval of Commissioner's Court
- Complete any reporting required by the grant terms and conditions

Development Officer

- Interface with developers on potential new subdivisions in the county
- Review replat requests; submit to Commissioner's Court for approval when ready
- Requires accurate and thorough knowledge of subdivision rules
- Maintain list of potential changes to subdivision rules at next revision
- Interface with Upper Trinity Groundwater Conservation District on water availability studies for subdivisions

ADA Coordinator

- Complete any required surveys from the state of Texas
- Ensure compliance with requirements of Title VI

This position will be open until the position is filled. Applications can be obtained through the Montague County Treasurer's Office located in the Courthouse, 4th floor, and returned to the Montague County Treasurer.