



San Jacinto County

Job Title:	911 Administrator & Department Supervisor & Flood Plain Administrator	Position Type:	Full Time
Department/Group:	911 Addressing & Permit Department	Payroll Line Item	0012-0486-0001
Location:	1 State Highway 150 Room 3	Travel Required:	None
Employee Name:		Date of Hire:	7/21/2017

Job Description

ROLE AND RESPONSIBILITIES

- Assist customers with the permit application process
- Enter permit information into SAFE program and print out numbered receipt
- Put permit information into EXCEL spreadsheet
- Retain all flood plain files and Elevation Certificates
- Complete monthly report
- Complete DETCOG quarterly report
- Maintain email daily
- Complete departmental timesheets and submit to Treasurers Office
- Special projects as needed
- Complete all affidavits and turn in to the Auditors Office
- Put any concerns or problems on Commissioners Court Agenda and attend Commissioners Court when needed
- Maintain all records and budget requirements
- Process all voicemails

TCEQ OSSF DESIGNATED REPRESENTATIVE & SITE EVALUATOR

- BACK UP FOR OFFICIAL DESIGNATED REPRESENTATIVE
- TAKE APPROPRIATE CLASSES TO MAINTAIN LICENSE

GIS DATABASE MAINTENANCE COORDINATOR

- MAINTAIN THE COUNTY'S ELECTRONIC GIS MAP PER DETCOG REQUIREMENTS
- MAINTAIN THE ALI DATABASE INCLUDING MSAG, ESN's, AND TN RECORDS THROUGH THE STATE 911 ALI PROVIDERS WEB APPLICATION
- COORDINATE WITH USPS, TELCOS, INCORPORATED CITIES, ADJOINING COUNTIES, ELECTED OFFICIALS, GENERAL PUBLIC AND DETCOG STAFF TO RESOLVE ERRORS AND ISSUES IN THE ALI DATABASE AND GIS ELECTRONIC MAP
- ASSIGN 911 PHYSICAL ADDRESS FOR NEW STRUCTURES

- ASSIST CUSTOMERS WITH GOOGLE MAP CORRECTIONS
- CORRECT ERRORS IN COUNTY'S GIS
- OTHER ISSUES THAT MAY BE ASSIGNED RELATED TO E911 ALIGIS MAINTENANCE

EXPECTATIONS

- GREET AND ASSIST EVERY CUSTOMER WITH KINDNESS
- ALL EMAILS MUST BE WORKED BY THE END OF THE WEEK
- ASSIST ALL EMPLOYEES WITH ANY AND ALL WORK ISSUES
- TRAIN ALL EMPLOYEES ON POLICIES AND PROCEDURES

PREFERRED SKILLS

Detail oriented

GOALS

- CREATE A DEPARTMENTAL POLICY AND PROCEDURE MANUAL
- CREATE JOB DESCRIPTIONS FOR ALL POSITIONS AND MAINTAIN UPDATES
- MAINTAIN ALL FORMS AND SPREADSHEETS AND MAINTAIN UPDATES
- MAINTAIN SHARED DRIVE APPROPRIATELY

Reviewed By:	Name	Date:	Date
Approved By:	Trisha Basham	Date:	2/18/2022
Last Updated By:	Trisha Basham	Date/Time:	2/18/2022