

Community Development Coordinator

Wellborn Special Utility District

Salary: \$72,000 – \$80,000 DOE

Position Summary

The Community Development Coordinator is a senior position responsible for administering, refining, and modernizing the District's subdivision and waterline extension approval process. This position serves as the primary liaison between developers, engineers, legal counsel, District operations, and regulatory agencies.

The Coordinator also oversees the District's community events and public communications, including newsletters, social media, press releases, and coordination with the District's communications consultant.

This position reports directly to the General Manager.

Essential Duties and Responsibilities

Development Services Administration

- Administer the District's Subdivision and Waterline Extension Regulations from initial application through final acceptance.
- Manage and track all development applications in accordance with District policy.
- Coordinate feasibility studies with the District Engineer.
- Review submitted construction plans for completeness and coordinate engineering review comments.
- Facilitate preparation and execution of Development Agreements with legal counsel.
- Schedule inspections and track testing requirements including pressure testing and bacterial sampling.
- Ensure receipt of required as-built plans, GIS shapefiles, and supporting documentation.
- Issue conditional service letters and final acceptance letters.
- Maintain development tracking database and capacity monitoring reports.
- Prepare regular development status reports for the General Manager and Board.

Process Improvement & Digitization

- Lead modernization of the District's development review workflow.
- Implement digital application submission and tracking tools.
- Reduce administrative burden through improved templates, automation, and standardized procedures.
- Maintain up-to-date development forms and guidance materials.
- Assist in periodic updates to District subdivision policy and related rules.

Communications & Public Affairs

- Coordinate and oversee the District's monthly newsletter.
- Coordinate with the WSUD Communications Committee to plan and execute community educational events.
- Manage social media communications and public announcements.
- Draft press releases and public notices.
- Respond to typical press inquiries.
- Maintain community- and development-related content on the District website.
- Support Board communications initiatives.

Qualifications

- Bachelor's degree in Public Administration, Construction Management, Civil Engineering, Planning, Communications, or related field preferred.
- Minimum five (5) years of experience in land development, municipal utility administration, civil engineering support, or construction administration.
- Experience with public relations strongly preferred.
- Experience working with engineers and reviewing development plans strongly preferred.
- Familiarity with Texas utility regulation and/or TCEQ processes preferred.
- Strong organizational and project management skills.
- Excellent written and verbal communication skills.
- Experience implementing digital workflow or permitting systems preferred.
- GIS familiarity a plus.

Knowledge, Skills & Abilities

- Ability to manage multiple development projects simultaneously.
- Ability to interpret engineering plans and regulatory requirements.
- Strong diplomatic skills in working with developers and consultants.
- Strong computer skills.
- High attention to detail and documentation standards.
- Ability to exercise independent judgment.
- Flexibility to pivot to other projects as needed to accomplish District goals.