

MADISON COUNTY JOB POSTING

RURAL DEVELOPMENT & EMERGENCY MANAGEMENT ASSISTANT

Office of Rural Development, 911 Database Management, Floodplain Management, Subdivisions, Emergency Management and Solid Waste / Recycling

This department is responsible for rural development within the unincorporated areas of Madison County including floodplain management, address management, 911 coordination, database management, development permitting, subdivision development, support for grant writing and administration. This department assists the septic inspector and food inspector, supports all other county offices, and works under the direction of the County Judge. This department coordinates Solid Waste grants and recycling projects. This department is also responsible for all aspects of Emergency Management – Mitigation – Preparedness – Response – Recovery, and coordinates with all jurisdictions, agencies and departments involved in same. This department is proud to serve in support of our community. This on-site position requires daily in-person attendance at a local physical office. The successful candidate will have the opportunity to make a meaningful impact on the safety and development of Madison County, Texas.

PREFERRED QUALIFICATIONS:

- Four years of experience and/or education in planning, development, floodplain administration, permitting, property deeds, surveys, emergency management or related fields
- Technology experience required
- Previous experience in reviewing, writing and enforcing policies and procedures
- Geographical Information Systems (GIS) experience, training and/or certification
- Texas Floodplain Management Association (TFMA) certification
- Emergency Management Association of Texas (EMAT) or International Association of Emergency Managers (IAEM) certification
- Previous experience in public information and outreach

REQUIRED QUALIFICATIONS:

- High School Diploma or GED
- Valid Texas Driver's License
- Ability to obtain Emergency Management certification
- Ability to obtain Floodplain Management certification
- Strong computer and communication skills
- Ability to lift 50 pounds
- Ability to work during emergencies and after-hours incidents
- Ability to sit, stand or drive for long periods of time
- Ability to be bondable.

REQUIRED SKILLS:

Ability to work collaboratively, foster positive team relationships, and contribute to a productive work environment with coworkers, partner organizations, and all levels of government officials.

Excellent computer, verbal and written communication skills.

Must be able to evaluate, implement, and effectively utilize emerging technologies, software and applications.

Must be able to analyze information quickly, exercise sound judgment, and make effective decisions in high-pressure situations.

Must be able to speak and hear in a loud environment, utilize handheld communication devices, telephones, computers, GPS, and other devices.

Must be able to send and receive text messages and other non-verbal communications, as well as engage in verbal communications.

Must be able to adequately use various computer programs and apps such as Microsoft Office Suite, social media platforms, cloud-based collaboration tools, mapping applications, website content management, database management, and GIS software.

EXAMPLES OF DUTIES AND RESPONSIBILITIES:

Rural Development & Planning:

Supports and assists the Coordinator with Rural Development, Floodplain Management, Subdivision Development, Solid Waste and Recycling Projects as directed.

Assists Coordinator by researching and preparing documents throughout the process of development and permitting, including the documentation of steps with the updating, revising, creating and use of checklists, software, and technology.

Administration & Technical Support:

Assists the Coordinator with related grants and reimbursement programs.

Assists the Coordinator in the inventory, maintenance and management of county-owned assets, including radio subscriber units and equipment.

Assists the Coordinator with preparation of the departmental budgets, reports and records.

Organizes and attends meetings and training as directed by the coordinator.

Creates social media and app content to support the efforts of this department.

Assists in maintaining the department's website and Facebook content.

Emergency Management:

Assists Coordinator with Emergency Management and all aspects of planning as needed, including the updating, revising, and maintenance of the Madison County Interjurisdictional Emergency Management Plan, Annexes, Appendices, the Hazard Mitigation Action Plan, and related documents.

May be called out at any time to respond to emergencies within Madison County and to other

emergencies requiring a regional response.

Responses may include but not be limited to major fires, weather-related events, natural disasters, motor vehicle accidents, leaks, explosions, and/or hazardous materials spills or other situations that require support, documentation of response actions, monitoring of cleanup operations and coordination with local/regional/state/federal/regulatory agencies.

Monitors severe weather situations that could affect Madison County, providing support as needed.

Assists the Coordinator with public awareness programs, training, systems and apps.

Creates visual products to support the efforts of this department including flyers, pamphlets, maps, diagrams, and other products.

Upon direction by the Coordinator, may be fully responsible for various aspects of the processes and procedures of this department.

GENERAL INFORMATION:

LOCATION: 101 West Main, Suite B-13, Madisonville, Texas 77864

POSITION WORK SCHEDULE: Monday – Friday 8 a.m. – 5 p.m. Participation in emergency response activities outside normal business hours may be required during emergencies, disasters, severe weather events, exercises, or other incidents for compensatory time off.

DATE POSTED: June 11, 2026

CLOSING DATE: Until Filled

START DATE: July 1, 2026

SALARY: Up to \$26.00 per hour based on experience and education

SUPERVISORY: This position is a non-supervisory position.

SUPERVISOR: Reports directly to the Rural Development and Emergency Management Coordinator

Madison County offers a competitive benefits package including retirement, health insurance, paid holidays, vacation, sick leave, training opportunities, and participation in the Texas County and District Retirement System (TCDRS). Madison County is an Equal Opportunity Employer committed to attracting and retaining a diverse and qualified workforce.

APPLICATION INSTRUCTIONS:

Applications must be submitted electronically to ensure timely processing and to reflect the technology-based nature of this position.

Send Cover Letter and Resume with Application (found on

<https://www.co.madison.tx.us/page/madison.Jobs.Openings>) by email to shelly.butts@madisoncountytexas.org.