



City of Todd Mission

21718 FM 1774
Todd Mission, TX 77363

(936) 894-3001
(936) 894- 3002

Info@ToddMissionTx.gov

Location: Todd Mission, Texas

Job Title: Community Development Coordinator

Job Type: Full-time

Salary: \$45,000 - \$55,000 per year, depending on qualifications and experience.

About Us: We are a small, close-knit city staff of six employees, where teamwork and flexibility are key. In our community-focused environment, we help each other beyond our primary job duties to serve our residents effectively. We are seeking a dynamic, adaptable individual to join our team.

Job Summary: The primary responsibility of this position is to manage building permitting and code enforcement processes for the city. Additionally, this role will provide reception assistance, including answering phone calls, assisting residents, and providing general customer service. Due to the small size of our staff, this position requires flexibility, a willingness to take on a variety of tasks, and the ability to collaborate with other team members.

Key Responsibilities:

- Administer building permitting processes, including reviewing applications, issuing permits, and maintaining accurate records.
- Computer literacy required; experience with software-based permitting processes is preferred.
- Conduct code enforcement activities to ensure compliance with city ordinances, regulations, and codes.
- Provide reception assistance: answer phones, respond to inquiries, and assist walk-in customers.
- Assist other staff with various administrative and city operations as needed.
- Collaborate with team members on cross-functional city projects.
- Pass the State of Texas Code Enforcement Officer exam within a reasonable time frame after hire.

Qualifications:

- High school diploma or equivalent; further education in a related field is a plus.
- Strong customer service and communication skills.
- Ability to handle multiple tasks and work in a team-oriented environment.
- Basic understanding of municipal government operations preferred.
- Must be willing to attend a weeklong Code Enforcement Officer class (city-paid) and pass the state exam.
- Valid Texas driver's license.

Benefits:

- Paid training for the Texas Code Enforcement Officer exam.



- Competitive salary and benefits package (100% medical, 2:1 Retirement in Texas Municipal Retirement System).
- Opportunities for growth in a collaborative, supportive work environment.

How to Apply: Please submit your resume and cover letter to NTWendele@ToddMissionTX.gov by October 31st. We look forward to hearing from you!