



CITY OF SUNLAND PARK, NEW MEXICO
POSITION DESCRIPTION

POSITION TITLE: CITY PLANNER		GRADE: 7
DEPARTMENT: COMMUNITY & ECONOMIC DEVELOPMENT	FLSA STATUS: <input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Non-Exempt	
APPROVED BY: _____		
City Manager	_____	Date

Human Resources	_____	Date

The following statements are intended to describe the general nature and level of work performed by this position. It is not intended to be construed as an all-inclusive list of responsibilities, duties and skills required of personnel so classified.

PRIMARY PURPOSE:

Performs a variety of administrative duties related to planning and land development that will impact the city border development. Responsible for long- and short-term planning, including GSI, project management and coordination, liaison with developers, builders, and engineers under direction, performs professional work to prepare and recommend planning standards, and administer assigned city and urban planning and development, or zoning programs.

SUPERVISION AND GUIDELINES:

Works under the general supervision of the Community & Economic Development Director.

SUPERVISION EXERCISED: None

ESSENTIAL FUNCTIONS, DUTIES AND RESPONSIBILITIES:

1. Plans and conducts studies of land use and other designated urban planning and development programs which includes participating in developing methodologies for related planning projects to maximize public benefits.
2. Engages in highly technical research and analysis of population, housing, property ownership, social and economic demographics, transportation, environmental impact, and other specialized aspects of urban and extraterritorial jurisdiction areas.
3. Evaluate survey findings, identify significant issues, determines options, document findings and develop recommendations for use on the complex subdivision, land use, city and urban design and site analysis projects.
4. Prepare elements of the Sunland Park Comprehensive Plan. Coordinated changes to City ordinances.

5. Process applications such as special use applications and zone requests, to ensure compliance with state and local regulations and with the City's comprehensive plan.
6. Review preliminary and final plats, and design and construction plans. Prepare draft and final copies of graphics including maps, photographs, tables, and design concept drawings.
7. Plans and direct application, review, interpretation, and modification of regulations of zoning ordinances, reparation, processing and presentation of related applications and other technical support for Planning and Zoning Commission.
8. Conduct plan review of permit applications if necessary.
9. Proposed ordinance amendments based on current planning activities and programs. Assures compliance with all planning related codes and ordinances through proactive code enforcement efforts.
10. Coordinate permit application review and other zoning Ordinance requirements. Investigate and prepare explanations regarding application of zoning regulations to specific existing or planned projects of facilities.
11. Prepares and presents zoning verification documents and department recommendations on appeals, special exceptions, and variances. Check drawings for compliance, request maps to locate structures, photograph structures in applications, confirm history and legal status of cases, compile application area mailing list, approve notification letters to affected parties, verify that application is advertised as required, receive, and respond to comments about application's request, and review applications with staff for recommendations.
12. Complete and post meeting agendas, present cases for approval or denial, record and check commission actions.
13. Represent the department and provide technical support, information, and guidance on planning issues within scope of accountability.
14. Consults with land developer, engineers, architects, attorneys, real estate agents, brokers, board, commission, concerned citizens, community groups and public officials to discuss proposed subdivisions of land, zoning, or other City planning issues.
15. Collaborate with other planning professionals to integrate assigned programs with zoning, transportation, parks, utilities, or similar programs, as necessary.
16. Participate in meetings, which include developing and delivering presentations of the City Council, Planning and Zoning Commission, other boards, commissions, or public groups as required.
17. Respond to request for subdivision requirements, comprehensive planning documents, land development applications, land use documents, and other planning documents.
18. Perform miscellaneous incidental related professional and administrative duties contributing to worker or subordinates during temporary absences as qualified by carrying our specified duties to maintain continuity of normal services, if delegated.
19. Serve on ad hoc committees and engage in special projects as required. Participates in professional meetings, conferences, and training seminars to stay abreast of changes and trends of the profession.
20. Performs other related duties as assigned.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Knowledge in urban planning and zoning, land development and building construction principals and methods.
- Knowledge of planning research practices.
- Knowledge of zoning codes, and related development and construction ordinances.
- Knowledge of supervisory techniques, work conduct standards, attendance, and safety practices.
- Ability to apply planning research techniques to general and specific urban studies and projects.
- Ability to analyze complex situations and formulate effective solutions to such problems.

- Ability to establish and maintain effective working relationships with fellow employees, sub dividers, developers, contractors, officials, City department and governmental agencies and groups interested in planning or zoning, and the public, some of whom may be irate.
- Ability to communicate clearly and concisely, orally and in writing, including mathematical, legal, regulatory, and statistical information, to effectively present, persuade, negotiate, and mediate issues by explaining technically complex oral and written requirements and objectives for interest groups and the public, and to maintain accurate files and prepare comprehensive reports.
- Proven negotiation skill and ability to create consensus.
- Skill in the safe operation and care of personal computer or network workstation, and generic business productivity, geographic information systems and other specialized urban planning software.
- Must be able to speak and understand the Spanish language.

MINIMUM QUALIFICATIONS:

1. Education and Experience
 - a. Equivalent to an accredited bachelor’s degree in public or business administration, planning, urban development, architecture, engineering, or related field.
 - b. Three (3) years of professional experience in urban, regional or community planning, or building or zoning code enforcement, including plan review, inspection, or other land development processing.
 - c. League of Zoning Official Certification by NMML with in one year of hire

LICENSE AND CERTIFICATES:

1. New Mexico Driver’s License or equivalent issued by another state.
2. Valid current US Passport.

ENVIRONMENT AND PHYSICAL FACTORS:

Work is performed in a standard office environment in various facilities Occasional work in field environment, including traversing uneven terrain. Occasional driving through City traffic. Occasionally travel to other communities to seminars and training outside of the United States.

PHYSICAL FACTORS

Light physical demands, some lifting and moving of supplies and equipment. Frequent to constant use of personal computers.

WORK FACTORS

Position involves competing demands, performing multiple tasks, working to deadlines, work beyond normal business hours and weekends, and responding to customer issues. Frequent travel may be required. Position is subject to drug testing in accordance with applicable State and Federal regulation and City of Sunland Park policies

OTHER DUTIES:

