



Rio Arriba County

JOB DESCRIPTION VACANCY

PLANNING & ZONING DIRECTOR

DEPARTMENT:	PLANNING & ZONING
PRIMARY LOCATION:	ESPANOLA / TIERRA AMARILLA
SALARY CLASSIFICATION:	M-30 PER-SCHEDULE]
SALARY:	\$78,585 TO \$88,985 ANNUAL]
POSITION STATUS:	FULL-TIME
FLSA CLASSIFICATION:	EXEMPT
CLOSING DATE:	OPEN UNTIL FILLED
POSTING DATE:	04 AUGUST 2023

The following duties ARE NOT intended to serve as a comprehensive list of all duties performed by employees in this classification; only to provide a summary of the major duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties. This is not an all-inclusive list of all responsibilities, duties and skills required of personnel in this classification. Duties, responsibilities and activities may change at any time with or without notice.

Primary Summary:

Under general supervision of the County Manager or designee, the Planning and Zoning Director will direct all activities relating to the Rural Addressing Program. Will plan, organize, assign, direct and review the activities of professional, technical and clerical personnel engaged in the administration of the various codes and ordinances of planning and code enforcement. A primary job duty will be to maintain records of Planning & Zoning Commission actions related to Land Planning. Will be responsible for formal presentations on applications for re-zoning, subdivisions, and variances to the Planning and Zoning Commission. Employee will assume the duties to perform essential duties and responsibilities.

Duties and Responsibilities:

- Prepares, corrects and reviews County maps
- Writes technical planning reports
- Makes Field investigations of properties under consideration for zoning, subdivision and variances applications
- Takes photographs when necessary
- Performs field investigations of reported zoning violations
- Consults with County Attorney to determine proper action when necessary
- Interviews applicants for subdivision of land/zoning variances, reviews/evaluates applications in terms of existing and applicable ordinances/codes
- Meets with developers, engineers, surveyors to discuss subdivision requirements
- Responsible for formal presentations on applications for re-zoning, subdivisions and variances to the Planning and Zoning Commission
- Supervises all activities relating to the Rural Addressing Program



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- Maintains knowledge of and understanding of departmental policies and County Personnel Ordinances
- Represents the County in dealings with developers, consultants, attorneys and real estate people relating to all work within the County
- Initiates, develops, presents, and directs implementation of elements of the Zoning Ordinance, Subdivision Regulations, Comprehensive Plans, Mobile Home Ordinances and RV Ordinances
- Coordinates, approves and executed policy methods and procedures relating to planning and inspection activities, programs and projects
- Engages in continuing personal contacts involving public relations and difficult negotiations
- Presents and interprets County planning and development policies, rules, regulations, and problems in a professional and technical nature with persons of all rank, administrative official, representative groups, press and general public
- Acts as technical advisor to commission appointed Citizen Advisory Boards, County Planning Committee, which includes making recommendation reports and review agencies
- Prepares, make recommendations and present reports for the Department to the Board of County Commissioners and County Manager
- Represents the Department on interdepartmental committees
- Represents the County on intergovernmental committees
- Represents County and professional planning organizations on statewide committees, NM American Planning Association, American Institute of Certified Planners, etc.
- Responsible for preparation of the departmental budget
- Reviews the capital improvements projects of the County as to their master plan conformity and recommends a program of capital improvements
- Responsible for the selection, placement, promotion, training, development, safety and discipline of departmental personnel
- Attends conferences and institutions to maintain awareness of the current state-of-the-art in the development and planning fields, for purpose of professional development
- Performs other duties as assigned by Direct/Supervisor/Designee
- Performs and presents studies and informational presentations. May present to the County Commission and/or County management
- Maintains confidentiality of all privileged information
- Contributes to a team effort
- Performs other duties as assigned or required
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- Maintains confidentiality of all privileged information
- Contributes to a team effort
- Performs other duties as assigned or required



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Minimum Qualifications:

- Bachelor's Degree in Planning, Urban Affairs, Business Administration, or related field or combination of training and experience in government offices equivalent to degree
- Five (5) years' experience in Planning, Land Use, and Zoning
- Shall maintain a valid New Mexico driver's license while employed with RAC
- Must successfully complete a background investigation
- Must not be convicted of a felony
- Must successfully pass a drug screening

Recommended Qualifications:

- CZO (Certified Zoning Official) Certification; must be obtained within two (2) years' of hire
- New Mexico Certified Floodplain Manager
- AICP (American Institute of Certified Planners)
- General office maintenance and practices; business and technical writing, interpersonal communication skills, and public relations
- Considerable knowledge of construction methods and materials common to commercial, industrial and residential construction projects
- Considerable skill in the art of diplomacy and cooperative problem solving
- Leadership and organizational behavior management; establishing and maintaining effective working relationships with State, Federal, and other local officials, elected officials, subordinate staff, and County residents

Preferred Qualifications:

- Certificates in related field can be substituted for, education and experience. Experience and time, will be considered on an individual basis
- Principles and practices of comprehensive urban planning, economics, sociology and community organization as applied to urban planning; relationships between various factors affecting urban planning policy, such as economic, political, sociological, legal, etc.
- Understanding of zoning laws and comprehensive plans including their formation, process of adoption and enforcement research and statistical analysis and the evaluation of research data regarding land use, zoning, federal, state, and local laws
- Basic drafting techniques, blue prints and related specifications
- Principles of management, supervision and employee motivation
- Evaluate the work program by analyzing financial problems and make recommendations
- Analyze complex planning, development and zoning issues and make recommendations

Knowledge, Skills and Abilities:

- Knowledge of municipal operations and inter-relationships of county departments
- Knowledge of legal system and procedures for initiating sanctions for code violations
- Ability to handle multiple tasks and meet deadlines



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- Knowledge of basic engineering standards and codes; procedures and processes used in the establishment of codes and ordinances
- Knowledgeable of public and business administration principles
- Knowledge of political, legal and governmental processes affecting various building programs and project management
- Knowledge to operate GIS equipment with plotters and surveying equipment;
- Knowledge of safety, fire, abatement of dangerous buildings, mechanical, plumbing, electrical, and energy conservation codes; modern construction methods, practices, materials, tools and equipment
- Ability to prepare and present budget estimates; direct, motivate, develop
- Ability to complete budgeting, accounting and related statistical procedures
- Ability to apply various revenue sources to local state and federal governments
- Ability to operate a computer and utilize programs to produce or compose formal documents, reports and records
- Ability to effectively communicate verbally and in writing
- Ability to effectively work with supervisors, fellow employees, and the public
- Ability to act in an independent and conscientious manner using sound judgment
- Ability to maintain confidentiality
- Ability to communicate effectively, both orally and in writing
- Ability to properly supervise and evaluate subordinates
- Ability to perform the essential duties listed above
- Ability to read, write, and keep records; direct, plan and estimate cost of work
- Ability to act as consultant on projects relating to Planning and Zoning
- Ability to supervise employees in a professional manner
- Ability to act in an independent and conscientious manner using sound judgment
- Ability to maintain confidentiality
- Ability to handle multiple tasks and meet deadlines
- Ability to communicate effectively, both orally and in writing
- Skill in planning, supervising, scheduling, directing, and reviewing the performance of staff, projects or contract in an effective manner by providing leadership and direction

Physical Demands:

While performing the duties of this job, the employee routinely sits, stands, walks, talks and hears. The employee regularly uses manual dexterity and visual acuity to complete tasks. The employee may occasionally lift and/or move up to fifty (50) pounds. If an item is above fifty (50) pounds in weight then two or more County staff members will team up to lift the object.



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Work Environment/Conditions:

Work is performed in a facility within the Rio Arriba County with primary functions split between Tierra Amarilla and Espanola Annex offices, in a professional office environment with a moderate noise level, occasionally working under stressful conditions and for extended periods of time. Additionally, may require to work outdoors. This position is routinely exposed to Video Display Terminal (VDT) and extensive personal computer and phone usage. Evening, holiday, and weekend work outside of normal business hours may be required as well as travel and attendance at meetings. Must be available and to provide customer support in the event of County emergencies.

County position requires the following professional skills and abilities as key and necessary elements of performance. Employees are required to:

- Demonstrate regular and reliable attendance
 - Work well with others and participate fully in a team-oriented environment
 - Interface with other employees and customers in a courteous and respectful manner
 - Project positive support of their department and all county organizations at all times
 - Maintain and enhance the county's commitment to customer service excellence
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Working Conditions for individual positions in this classification will vary based on each departments' utilization, essential functions and the recruitment needs at the time a vacancy is posted. All requirements are subject to possible modification to reasonably accommodate individuals with disabilities.

Conditions of Employment:

Successful completion of thorough background investigation. Must pass a pre-employment drug screening and MVD check. Employees must comply with the safety guidelines of the county and follow the HIPPA Guidelines Manual - Policies and Procedures. Must possess and maintain a current driving course certificate from Rio Arriba County or must pass and receive a defensive driving course certificate within (30) days of the date of hire as a condition of continued employment.

**Please send an e-mail with your Letter of Interest,
Resume and Job Application to:**

JobApplications@rio-arriba.org

*P.O. Box 127 * Tierra Amarilla, New Mexico 87575 * Phone (575) 588-7254 * Fax (575) 588-7810*

*Espanola Annex * 1122 Industrial Park Road * Espanola, New Mexico 87532 * Phone (505) 753-2992 * Fax (505) 753-9397*
