



Rio Arriba County **VACANCY NOTICE**

JOB TITLE: ASSISTANT PLANNER

Department: Planning and Zoning
Division: Planning
Salary: M-11 per schedule
Position Status: Not to Exceed 40 hours
FLSA Status: Exempt
Closing Date: Open Until Filled

The following duties ARE NOT intended to serve as a comprehensive list of all duties performed by all 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.

Primary Purpose:

Under general supervision of the Planning and Zoning Director or designee, performs a variety of complex and specialized planning work in the areas of environmental review, current planning, long-range planning, engineering assistance, and code enforcement. Works with developers, property owners, other County Departments, and the general public in regard to land use and planning issues, assists with research and planning studies, and performs other duties as assigned.

The general level and nature of this position are described in the headings below. 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.

Essential Job Functions:

- Provide public information and zoning counter services, receives and determine completeness and acceptability of various types of land use applications and requests for permits.
- Reviews land use proposals and survey plats for basic conformance with land use policies and procedures of the County.
- Knowledge of Land Use Development criteria;
- Makes routine field investigations to assure compliance with conditions of approval contained in land use cases and permits.
- Performs and manages complex and sensitive professional planning projects, research and analysis.
- Monitors and ensures compliance with all County Ordinances and Codes pertaining to land use.
- Oversees specialized planning functions such as subdivisions, commercial development and planning studies.
- Provides overall management of division-related planning issues.
- Advises various councils, boards, committees, commissions and elected officials in planning related issues.
- May oversee the research, permitting and addressing section of the Planning Department.
- Serve as liaison and performs all necessary functions in support of the Planning

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

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Committee/Commission.

- Perform other duties as assigned by Directors/Supervisor/Designee.
- Thorough knowledge of planning practices associated with the position.
- Strong methods and statistical principles related to community growth and development.
- Familiar with citizen involvement techniques and processes.
- Must possess outstanding customer service skills.
- 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.

Knowledge / Skills:

- Knowledgeable of public and business administration principles, Planning and Zoning Practices, Public Meetings Act,
- Innovative, detail-oriented, experienced in highly visible/controversial projects.
- Strong analytical skills in interpret research data for reports and apply mathematical techniques in practical situations.
- Ability to work on several projects or issues simultaneously.
- Ability to manage projects effectively and meet firm deadlines.
- Background in drafting, map reading and related skills.
- Must be able to communicate orally and in writing in English.
- Must be able to follow written oral instructions in English.
- Must be able to read and understand maps, plats, deeds and technical records and ordinances.
- 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.

Minimum Qualifications

- Bachelor's degree in Planning or related field; or direct work experience in this occupation totaling five (5) years may substitute for the required educational experience
- Good communication skills;
- Innovative, detail-oriented, experienced in highly visible/controversial projects;
- strong analytical skills to interpret research data for reports and apply mathematical techniques in practical situations;
- Ability to work on several projects or issues simultaneously;
- Ability to manage projects effectively and meet firm deadlines;
- Background in drafting, map reading and related skills;
- Valid New Mexico Driver's License;
- Must be able to communicate orally and in writing in English;
- Must be able to follow written and oral instructions in English;
- Must be able to read and understand maps, plats, deeds, and technical records and ordinances;
- Good writing skills and basic mathematical functions;

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- Shall be able to maintain a valid New Mexico driver's license or obtain one within one (1) month of hire.

Working Conditions:

Work is performed in a professional office environment with a moderate noise level, occasionally working under stressful conditions and for extended periods of time. Work is performed in facilities within Rio Arriba County with primary functions split between the Tierra Amarilla and Espanola Annex offices. This position is routinely exposed to Visual/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 for planned and emergency maintenance and to provide customer support 7x24x365 for enterprise computing and software environments and in the event of County emergencies.

Conditions of Employment:

Selected candidate must submit to and pass a County paid pre-employment drug and alcohol screening. Additionally, selected candidate must submit to and pass a county paid criminal background screening. Selected candidate must possess and maintain a valid New Mexico Class D Driver's License as incumbent shall be appointed to drive a County vehicle during the performance of his/her duties.

Please send an e-mail with your Letter of Interest, Resume and [Job Application](mailto:JobApplications@rio-arriba.org) to JobApplications@rio-arriba.org