

**Henry P. Roybal**  
Commissioner, District 1

**Anna Hansen**  
Commissioner, District 2

**Rudy N. Garcia**  
Commissioner, District 3



**SANTA FE COUNTY**

**Anna T. Hamilton**  
Commissioner, District 4

**Hank Hughes**  
Commissioner, District 5

**Katherine Miller**  
County Manager

102 Grant Ave; Santa Fe, New Mexico 87501 Phone: 505-992-9880 Fax: 505-992-9895

**Job Title: Community Planner**

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<b>Department/Division:</b>	<b>Growth Management Department/ Planning</b>
<b>Salary:</b>	<b>\$22.2270/hr. - \$33.3405/hr. Range: 35</b>
<b>Position Status:</b>	<b>Full-Time/ Classified</b>
<b>FLSA Status:</b>	<b>Non-Exempt</b>
<b>Closing Date:</b>	<b>February 12, 2021</b>
<b>Job #:</b>	<b>1-2021-032</b>

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*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:**

Undertakes a variety of planning projects which may include the formulating and implementing of plans, strategies, ordinances, agreements, legislation, programs and policies.

**Essential Job Functions:**

- Represents the County and makes professional presentations on land use issues; deals with the public in an advisory capacity on planning matters and represents the County government at public hearings, public meetings and conferences and gives presentations to public agencies and other groups.
- Establish and maintain partnerships with various local, state and federal agencies, community organizations, and individuals.
- Develops community outreach, public information and educational materials and activities to promote public awareness and understanding in Plans and Programs.
- Facilitates the public involvement process.
- Assists with grant preparation and administration.
- Serve as representative to the public, media, and community groups, which includes attending meetings, giving presentations, providing technical assistance, and answering inquiries.
- Represents the County at public and community meetings.

- Responsible for the development of resource management plans, master plans, policies and guidelines.
- Prepare project scope and specifications, solicit professional services and evaluate proposals and bids for the development of plans and studies.
- Establish and maintain partnerships with various local, state, federal agencies, and community organizations.
- Provides interpretation and assists the public in understanding of the County Sustainable Growth Management Plan.
- Provides excellent customer service by responding promptly to requests in person, in conversation and in writing.
- Demonstrate professionalism and courtesy in interactions with internal staff and external customers and agencies.

**For Assignment in Planning Section:**

- Coordinates community planning processes and procedures to develop community plans.
- Maintains and updates the current land use data for Santa Fe County and other user agencies.
- Interprets, maintains and updates the Growth Management Plan.
- Directs the compilation, analysis and projection of future land uses.
- Completes research and proposes recommended solutions to community land use problems.
- Generates and interprets population and growth data.
- Advises the Planning Commission and Board of County Commission on matters involving community planning, ordinance amendments and planning issues.

**Knowledge / Skills:**

- Experience and knowledge of planning principles and practices.
- Written and graphic presentation skills for preparing reports, plans, and outreach materials.
- Ability to effectively facilitate public meetings and give public presentations.
- Communication skills to effectively work with the public, consultants, and diverse user groups.
- Ability to work productively in a team environment with staff, consultants, and partner organizations.
- Skill with GPS, GIS, Microsoft Access, PageMaker, and Adobe Illustrator (or similar software).
- Analyze, write and edit research studies.
- Ability to create maps, graphics and presentation material; ability to communicate verbally and professionally in public forums; knowledge and skill related to social media and web based outreach.

- Community planning requires knowledge of principals, practices, purposes, scope and techniques of various phases of community development, community planning, statistical and research methods, land use, zoning; Federal, State and Local laws as it relates to County Planning and County Codes.
- Open Space planner requires knowledge of parks, open space/ trails planning and design, outdoor recreation, resource protection and land management best practices; programs available for open space and trails through federal, state and local agencies.

#### **Minimum Qualifications:**

- Bachelor's degree in community, urban or regional planning, architecture, economics, public policy, natural resource management, outdoor recreation management, or a closely related field plus three (3) years of experience in open space and trails planning or community planning; or a master's degree in in community, urban or regional planning, architecture, economics, public policy, natural resource management, outdoor recreation management, or a closely related field plus one (1) year of related experience.

#### **Working Conditions:**

Work is primarily in an office setting with occasional field visits. Work schedule may include evening and weekend hours. May be required to travel. May be subject to exposure to CRT's and VDT's.

#### **Conditions of Employment:**

Selected candidate must submit to and pass a County paid pre-employment physical and drug/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.

#### **Apply Online at:**

[https://www.santafecountynm.gov/human\\_resources/employment\\_applications.](https://www.santafecountynm.gov/human_resources/employment_applications)

**Resumes will not be accepted in lieu of the official Santa Fe County employment application. Proof of education, certificates and/or endorsements must be attached to each application.**