



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

**Job Title: Senior Planner- Senior Planner/Capital Planning**

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<b>Department/Division:</b>	<b>Growth Management Planning</b>	
<b>Salary:</b>	<b>\$24.5346/hr. - \$36.8019/hr.</b>	<b>Range: 39</b>
<b>Position Status:</b>	<b>Full-Time/Classified</b>	
<b>FLSA Status:</b>	<b>Exempt</b>	
<b>Closing Date:</b>	<b>February 10,2021</b>	
<b>Job #:</b>	<b>1-2021-029</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:**

This is a senior level planning position which is responsible for taking the lead on a variety of planning projects which include formulating and implementing of strategies, ordinances, agreements, legislation, programs and policies.

**Essential Job Functions:**

**General:**

**Performs duties as directed by the Planning Manager/Community Development Manager and acts as a technical advisor to the Planning Manager/Community Development Manager and Community Planners. Responsibilities include:**

- Assists in the development, interpretation, presentation and coordination of County planning policies and methods.
- Develops, reviews and provides technical analysis upon which administrative decisions may be based.
- Develops and updates data for Santa Fe County and other user agencies.
- 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 as Senior Planner:**

- Responsible for development of area, district and community plans.
- Develops projects and programs to implement County policies.
- Develops and analyzes population, housing and demographic data and projects future land uses.
- Facilitates interdepartmental and intradepartmental coordination efforts with appropriate managers, committees, authorities and boards on various matters including creating or amending resolutions and ordinances under the direction of the Planning Manager.
- 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, non-profits and other groups.
- Makes professional presentations on land use issues.
- Develops project scope and approach and manage professional services agreements for various projects.
- Reviews development applications including conceptual plans, site development plans, subdivision plans and plats.

**For Assignment as Capital Planner**

- Coordinates the County capital planning process, including the planning, oversight and preparation of short- and long-range capital plans.
- Performs complex capital planning studies and analysis; researches new sources of funding; and prepares reports and correspondence in support of the capital planning process.
- Coordinates development of 5 year and 20 year Capital Improvement Plan (CIP), CIP amendments and maintains CIP database.
- Identifies potential Impact Fee eligible projects in accordance with the SLDC and the NM Development Fees Act.
- Provides outreach to solicit staff, commissioner and constituent requests in preparation for CIP and ICIP projects.
- Prepares capital and operational funding applications, amendments and revisions and prepares reports and correspondence.
- Coordinates County CIP Policy and procedures to include coordination of project development and implementation teams.
- Acts as County liaison for CIP and ICIP programs and processes.
- Coordinates annual County Infrastructure and Capital Improvement Plan (ICIP)
- Develops and maintains ongoing relationships between the County and external funding agencies including State, regional and federal funding agencies.
- Represents the County at funding agencies, as needed.
- Performs related duties, as required.

## **Knowledge / Skills :**

- Knowledge of principles, practices, scope and techniques of land use planning; statistical and research methods and sources of data relating to growth management; subdivision land use, zoning and legal descriptions.
- Project Management skills in planning, organizing and reviewing work of consultants and steering committees to include editing and analysis of studies, reports and plans.
- Skilled at effective communication with community and neighborhood organizations using various technologies and equipment.
- Knowledge of capital planning, data compilation, graphic design, presentation and production techniques; cartographic principles; general knowledge of surveying principles and practices; geographic information systems (ArcInfo, ArcGIS, Arc IMS); transportation modeling and data base design and creation as applicable for assignment.

## **Minimum Qualifications**

Bachelor's degree in Urban/Regional Planning, Public Policy, Geography, Economics, Natural Resources or related field, plus any combination of planning for local government or an academic institution totaling five (5) years, of which two (2) years must be in urban and regional planning or in a specialty area where applicable GIS/Transportation/Open Space/Housing or Project Development and a supervisory and/or lead worker capacity; or a Master's degree in Urban/Regional Planning, Public Policy, Geography, Economics, Natural Resources or in a closely related field plus three (3) years of experience in planning for local government or an academic institution, of which one (1) year must be in urban and regional planning or in a specialty area where applicable GIS/Transportation/Open Space/Housing/Capital Planning or Project Development and a supervisory and/or lead worker capacity.

### **Working Conditions:**

Work is primarily performed in an office setting, although some field work may be required. Work schedule may include evening and weekend hours. Manual and finger dexterity required. May be subject to exposure to CRTs and VDTs. May be required to travel.

### **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.**

Updated: 10/20/2020