



SETTLED C. 1661 ... INCORPORATED 1958

Position: Intern

Department: Planning & Zoning

Salary Range: \$10.00/hr - \$15.00/hr

FLSA Status: Non-Exempt

Classification: Classified, PT

Position Summary

The Village of Los Ranchos is located in the North Valley area of Bernalillo County. The Village has a population of 6,000 (+/-). Land use is primarily residential, with agricultural uses permitted, and commercial use along Fourth Street. The Planning and Zoning Intern will perform a variety of routine and complex administrative, technical and professional work in the Planning and Zoning Department related to the development and implementation of adopted land use-related municipal ordinances, plans, and policies. Flexible schedule working a minimum of ten (10) hours per week, with the ability to increase hours as schedule permits.

Minimum Qualifications

Education: Currently enrolled in a degree seeking program such as Architecture, Community and Regional Planning, Urban and Regional Design, or a related field.

Necessary Knowledge, Skills and Abilities: Ability to communicate effectively, verbally and in writing; Ability to establish successful working relationships with co-workers and the public. The ability to work under pressure with frequent interruptions, and exercise good judgment in evaluating situations. Knowledge of standard office procedures and practices, customer service, and departmental functions and procedures. Employee will learn Los Ranchos planning and zoning matters on the job, no prior knowledge required but knowledge of general planning principles preferred.

Essential Functions

The following functions are typical for this position. The omission of specific functions does not exclude them if the work is similar, related or a logical assignment for this position. Other duties may be required and assigned.

- Assist in implementing action steps in accordance with the Master Plan;
- Respond to inquiries from the general public;
- Prepare draft planning reports, graphics, and supporting data;
- Assist in the maintenance of the Village's files, records, and databases, in accordance with Village standards;
- Research, compile, and prepare a variety of studies, reports, and related information for decision making purposes;
- Provide technical and professional advice and recommendations on behalf of the Department;
- Provide presentations to supervisors, Mayor and Trustees, Planning & Zoning Commission, civic groups and the general public;
- Assist in the processing of general applications, including but not limited to parcel permits, building permits, and film permits;
- Provide information on land use, ordinances, codes, plans and related planning programs, services or regulations to architects, engineers, developers, contractors, owners, community groups and interested persons;
- Assist in the development and implementation of zoning, subdivision regulations, updates to the comprehensive plan, land use plans, annexation studies, and other plans, studies, and codes;
- Research planning information and concepts, land uses, and legal issues relating to current and long range planning matters and policy issues;
- Evaluate land use proposals and site plans for conformity to adopted plans and ordinances, and evaluate the development impact of proposals as they relate to the adopted codes, plans, and policies in a comprehensive manner, as assigned;
- Assist in the development, implementation, and enforcement of zoning, subdivision regulations, and other codes relating to land use and development;

- Participate in staff support to the Planning and Zoning Commission, and other boards or commissions, as assigned.

Screening and Compliance

Formal application review; Oral interview and reference check; Employee must pass a physical exam, pre-employment drug screening, and criminal background check.

Certifications, Licenses and Registrations

Driver’s License Requirement:

Must have and maintain a valid NM State Driver’s License or the ability to obtain a license within one month of employment.

Note -- For any driver, driving record must always meet Village driving and insurability standards.

Supervision Received and Exercised

Receive direct supervision from the Planning and Zoning Director.

Physical Requirements and Working Conditions

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job with or without reasonable accommodations.

The employee will primarily work in an indoor and outdoor environment. The employee may be required to work on weekends. The employee will be exposure to sun, heat and communicable diseases, noise, and congested public areas. Essential and supplemental functions require maintaining physical condition necessary for walking, standing or sitting for prolonged periods of time, and moderate or light lifting. The employee must occasionally lift and/or move up to fifty (50) pounds.

While performing the duties of this job, the employee is regularly required to sit, stand, walk, talk and hear, use hands to handle, feel or operate objects, tools or controls, and reach with hands and arms. The employee is occasionally required to, climb or balance, stoop, kneel, crouch, or crawl. Specific vision abilities required by this job include close vision and the ability to adjust focus.

Approvals and Acknowledgement

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Employee Acknowledgement: I certify by my signature below that I am able to perform the essential functions of this position with or without a reasonable accommodation.

Name: _____ Signature: _____ Date: _____

Approval: _____ Date: _____
Donald T. Lopez, Mayor

Approval: _____ Date: _____
Ann Simon, Administrator

Revision History:
06/15/2021
2016