



PLANNER II

Position Description

Department:	Planning
Job Code:	1512
Pay Grade:	17
Hours/week:	40 hours/week
Type of Position:	Full-time

Reports to (title):	Works under the general supervision of the Chief Planner, Senior Planner, Deputy Planning Director, or Planning Director
Supervises:	May provide close supervision to Planner(s) I and Planning and Zoning Technician(s) while in training or on a project-by-project basis.
Classification:	Non - Exempt / Bargaining Eligible
Effective Date:	November 2010
Revised Date:	June 2021

PERFORMANCE EXPECTATIONS

In performance of their respective tasks and duties all employees of Taos County are expected to conform to the following:

- Uphold all principles of confidentiality and respect of all colleagues to the fullest extent.
- Adhere to all professional and ethical behavior standards inherent to the Public Sector.
- Interact in an honest, trustworthy and dependable manner with all citizens and employees of Taos County.
- Possess cultural awareness and sensitivity.
- Maintain a current insurable driver's license.

POSITION PURPOSE

Performs a variety of entry level professional and technical duties for implementing current and/or long-range planning programs of the county related to the development and implementation of land use and related local plans and policies.

ESSENTIAL DUTIES, FUNCTIONS & RESPONSIBILITIES

The list of duties in this job description 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

- Reviews applications for zoning compliance (i.e. zoning clearance permit, commercial zoning clearance permit, administrative permit, special use permit and major development permit; and land divisions (i.e., subdivisions and exemptions); prepares proper documentation for review at various stages of the approval process, i.e., board of

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adjustment, planning commission, county commissioners, or the general public; documents actions taken and records various proceedings; prepares board of adjustment packets, planning commission packets, board of county commission packets, and attends regular meetings of the board of adjustment, planning commission and county commission to present and discuss planning applications and issues.

- Assists to coordinate the citizen participation process; meets with the general public to discuss planning, zoning, and development issues; assists the public to define concerns and presents public questions to management; conducts quasi-judicial processes to mediate and facilitate resolution to planning, zoning, and building compliance issues; follows up with public to apprise of county police decisions; assists in the preparation of meeting agenda as required; publishes notice of meeting via local newspaper and posts notices as required.
- Provides technical and professional advice; makes presentations to supervisors, boards, commissions, civic groups and the general public. Provides information on land use applications, ordinances, codes, plans, and related planning programs, services or regulations to architects, engineers, developers, contractors, owners, community groups and interested persons; participates as a member of appointed task force to develop subdivision regulations.
- Prepares a variety of studies, reports and related information for decision-making purposes; conducts technical research studies and prepares statistical reports and recommendations for drafting or revising local legislation and plans, projecting trends, monitoring socio-economic data, etc.
- Assists in the development and implementation of growth management, land use, economic development, utility, housing, transportation, facilities, solid waste or other plans and codes to meet the County's needs and any inter-governmental agreements or requirements.
- Assists with various formal processes and reviews related to claims for exemption, special use permits, subdivision applications, variance requests, home occupation application, business registrations, sign permit applications and appeals, development applications, zoning changes, etc.; reviews survey results; prepares and submits staffing reports; may make verbal presentations to the board of adjustment, planning commission or county commission; ensures proper and timely property owner notifications.
- Evaluates land use proposals for conformity to established plans and ordinances; evaluates proposals' development impact as they relate to the adopted plans of the County and makes recommendations.
- Evaluates environmental information and recommends mitigation measures to reduce adverse impacts of development.
- Assists county staff in the enforcement of local ordinances and in interpreting county codes and master plans.
- Assists in maintaining the database of information for planning purposes.
- Other duties as assigned.

MINIMUM MANDATORY QUALIFICATIONS

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| Education: | <ul style="list-style-type: none">• Graduation from college with a bachelor's degree in land-use planning, urban planning, landscape architecture or closely related field; |
| | AND |
| Experience: | <ul style="list-style-type: none">• Two (2) years of responsible experience performing above or related duties; |
| | OR |
| | <ul style="list-style-type: none">• an equivalent combination of education and experience |
| Mandatory Knowledge, Skills, Abilities and Other Qualifications: | <ul style="list-style-type: none">• Read, write, speak and comprehend the English language.• Working knowledge of legal system and procedures affecting planning, zoning and related operations of the county; principles and practices related to local government planning and zoning, economics, sociology and community organization as applied to urban planning; land use law, theory and application; the relationship factors affecting urban planning policy, such as economic, political, sociological, legal, etc.; local government structure and operations, including the budgetary procedures and fiscal management; research methodology, statistical analysis and evaluation of research data; land use, zoning, federal, state, and local laws; interpersonal communication skills personal Computers and GIS applications. Some Knowledge of principles of supervision and workflow management.• Skill in the art of diplomacy and cooperative problem solving; drafting and designing. |

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- Ability to interpret codes accurately and effectively; enforce regulations with fairness, tact, and impartiality; communicate effectively verbally and in writing; prepare and present technical reports; operate personal computer and various applications (i.e., GIS, AutoCAD); performs advanced mathematical calculations; develop and maintain effective working relationships with elected officials, federal agencies, state agencies, local governments, subordinates, and the public.
- Must be able to pass a fit for duty and a drug test prior to employment.
- Must possess high level of customer service at all times.
- Must possess a valid state of New Mexico driver's license.

PREFERRED QUALIFICATIONS

- Bilingual skills in English and the Spanish language
- Spanish Speaking
- NMLZO Certification
- AICP Certification

WORK ENVIRONMENT

- Work environment:** Incumbent of the position performs in a typical office setting with appropriate climate controls. Tasks require variety of physical activities, not generally involving muscular strain, such as walking, standing, stooping, sitting, reaching, talking, hearing and seeing. Periodic lifting required of up to 30 pounds. Rapid work speed required to perform keyboard operations. Common eye, hand, finger, leg and foot dexterity exist. Mental application utilizes memory for details, verbal instructions, emotional stability, discriminating thinking and guided problem solving.
- Physical demands:** While performing the duties of this job the employee is regularly required to: walk, sit, use hands and fingers, reach with hands and arms, talk and hear. May be required to stand for long periods. The employee must regularly lift and/or move up to 25 pounds and occasionally lift and/or move up to 50 pounds or more. Specific vision abilities required by this job include close vision, color vision, and ability to adjust focus.
- Mental demands:** There are a number of deadlines associated with this position. The employee must also multi-task and interact with a wide variety of people on various and, at times, complicated issues.

Disclaimer: The information on this position description has been designed to indicate the general nature and level of work performance by employees in this position. It is not designed to contain, or be interpreted as, a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to this position. Employees will be asked to perform other duties as needed.

REVIEWED BY		TITLE	
APPROVED BY		TITLE	
DATE POSTED		DATE HIRED	

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ACKNOWLEDGMENT

I have reviewed the content of the **Planner II** position description and have been provided a copy of the description. I certify that I am able to perform the essential functions of this position as outlined in this description, with or without reasonable accommodation.

Describe any accommodations required to perform these functions:

Employee (printed name)

Employee (signature)

Date
