



THE CITY OF SANTA FE

Planner

FLSA Status: *Non-Exempt*

Union Status: *AFSCME*

Salary Range: *14 (23.7520 to \$35.6280)*

General Definition of Work

The Planner performs a variety of professional technical duties in providing highly complex work in physical, economic, or social planning in a specialized area.

Supervision Received

Works under the general supervision of the assigned supervisor.

Supervision Exercised

May provide close to general supervision to technicians or clerical support staff on a project-by-project basis.

Qualification Requirements

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. A position may not include all of the duties listed and the listed examples are not an exhaustive list of the duties that may be found in a position of this class.

Essential Functions

- Performs and directs major professional and technical planning work utilizing advanced techniques in gathering, analyzing and presenting of data.
- Develops long and short-range plans for planning documents, ordinances or codes.
- Compiles statistical and historical data on human, economic, development land use, natural and cultural resources.
- Schedules and conducts reviews or meetings and submits recommendations on projects.
- Develops and presents material related to community needs, goals and services.
- Provides technical assistance to staff members and outside agencies.
- Directs personnel engaged in research analysis.
- Participates in various planning committees, advisory committees and boards.

Additional essential functions for assignment as Parks and Recreation Planner:

- Administers and reports on planning and development of all Parks and Recreation/CIP projects and open space projects.
- Responsible for budget implementation of fees, park dedication pertaining to land development.
- Makes recommendations of Quality of Life funding.
- Oversees review annually.

Additional essential functions for assignment as a Long-Range Planner:

- Carries out long-range planning research/studies, which may include future land-use plans, environmental studies, proposed ordinances, ordinance amendments and policy recommendations.
- Reviews proposed development plans and annexations as they relate to the city's General Plan and ensures consistency between city's Development Code and General Plan.

Additional essential functions for assignment as a Project Planner:

- Assists in changing building codes, zoning and subdivision regulations related to affordable housing and economic development programs.
- Uses computer aided design (CAD) to produce schematic designs and site plans.
- Applies the principles and practices of land use ordinances, local urban design issues, building codes, technical drafting and architectural skills to various planning projects.
- Assists private sector and non-profit developers through the City's development review process.

Additional essential functions for assignment as an Economic Planner:

- Serves as liaison w/business sector government agencies and Chamber of Commerce. Administers contract grants, projects and special funds.
- Issues RFP's and reviews proposals.

Additional essential functions for assignment as Housing:

- Administers funding from federal, state and local sources, including CDGB, Continuum of Care, Shelter Plus Care, NSP, Affordable Housing Trust Fund and others.
- Responsible for meeting all reporting, monitoring and fund/reimbursement requests and working with HUD recipients to ensure that program priorities are met.
- Works closely with HUD field office to ensure compliance with HUD regulations and other program management objectives.
- Serves as liaison to the Community Development Committee and other committees, councils, coalition.
- Facilitates coordination between agencies and community groups on local and regional initiatives impacting city residents.

Additional essential functions for assignment as Transportation Planner:

- Directs activities of Transportation Planning Unit.
- Develops the Unified Work Program, including grant budgets and applications.
- Drafts MPO Long-Range Transportation Plan and develops public participation program.
- Responsible for Traffic Monitoring System and traffic projections.

Additional essential functions for assignment as Urban Design Planner:

- Reviews and inspects construction projects for compliance with city requirements, such as escarpment, landscape, architectural, etc.
- Consults with and provides information to architects, contractors, public, City Council and committees on projects.
- Provides administrative review; works closely with legal staff on controversial issues.

Additional essential functions for assignment to Railyard Project:

- Assists Railyard Project Manager in carrying out planning process for the Railyard Project.
- Prepares and presents reports in public informational meetings, and to the Metropolitan Redevelopment Commission, the City Council, and other governmental entities as needed.
- Uses computer aided design (CAD) and hand-drawn graphics to produce schematic designs and site plans.
- Assists the public in translating land use concepts into design alternatives at the Ideas Center located on the Railyard Project site.

Additional essential functions for assignment as Permit and Development Review Planner:

- Reviews proposed annexation and rezoning within city, and review of proposed rezoning in the extraterritorial area, for compliance with plans and codes.

- Provides technical assistance to applicants and general public regarding annexation and rezoning procedures and standards.
- Maintains annexation and zoning case records and related data.
- Attends staff meeting and participates in processing zoning code changes and permit review functions.
- Reviews permit applications for zoning compliance and makes recommendations for problem resolution.

Additional essential functions for assignment as Historic Design Review Board Case Planner and Archaeological Review Committee:

- Coordinates business activities with Archeological Review Committee.
- Performs daily review of Historic Design Review Board cases and building permits for compliance with city historic district architectural requirements.
- Reviews plans for administrative approval.
- Consults with and informs architects, contractor, homeowners, Historic Design Review Board, Archaeological Review Committee, and City Council on matters relating to Historical Districts Ordinances.
- Participates in historical district code and archaeological district amendments.
- Carries out archival and field research regarding historic structures.
- Functions as direct contact to general public on historic/architectural character of structures.

Additional essential functions for assignment as Neighborhood Planner:

- Manages and coordinates the city's outreach activities relative to neighborhood planning.
- Educates residents and government officials in the city processes and projects, which may impact neighborhoods.
- Works with city staff and community residents and associations to develop and implement Community Area Plans throughout the City.

Knowledge, Skills, and Abilities

- Working knowledge of planning in specialized area.
- Working knowledge of research methods.
- Working knowledge of data analysis.
- Working knowledge of report writing.
- Working knowledge of principles and practices related to local government planning and zoning, economics, sociology and community organization as applied to urban planning.
- Working knowledge of planning and zoning and subdivision law, theory and application.
- Working knowledge of the relationship between factors affecting urban planning policy, such as economic, political, sociological, legal, etc.
- Working knowledge of local government structure and operations, including the budgetary procedures and fiscal management.
- Working knowledge of research methodology, statistical analysis and evaluation of research data.
- Working knowledge of current city land use, and zoning codes, ordinances and regulations; general federal, state, and local laws. Knowledge of GIS/Arch View.
- Skill in effective communication and interpersonal relations with department heads, other employees, public officials, federal, state and local agencies, developers, neighborhood associations, and the general public; team building and conflict resolution.
- Ability to communicate effectively, both orally and in writing.
- Ability to make effective public presentations.
- Ability to maintain an effective working relationship with elected officials, associates and the general public.

Education Requirement

Bachelor's Degree in finance, urban planning, economics, public administration or related field.

Experience Requirement

One (1) year of experience performing duties as outlined in area of assignment

Education and Experience Equivalency

One (1) year of the appropriate type and level of experience may be substituted for each required year of post-high school education. Additional appropriate education may be substituted for the minimum experience requirements.

Special Requirements

Must possess a valid driver's license and obtain a City of Santa Fe driving permit.

Physical Requirements

- Requires speaking or hearing and using hands to finger, handle or feel and repetitive motions, requires sitting, standing, walking, reaching, stooping, kneeling, crouching or crawling and lifting;
- Standard vision requirements;
- Vocal communication is required for expressing or exchanging ideas by means of the spoken word and conveying detailed or important instructions to others accurately, loudly or quickly;
- Hearing is required to perceive information at normal spoken word levels and to receive detailed information through oral communications and/or to make fine distinctions in sound;
- Work requires preparing and analyzing written or computer data; using of measuring devices, operating machines, operating motor vehicles or equipment and observing general surroundings and activities.

Working Environment

- Work is primarily performed in an office setting.
- Some travel, fieldwork, and weekend and evening hours are required.
- Requires close exposure to VDT's, CRT's or UV rays.
- Good hearing and visual acuity.

EEO/ADA Compliance

The City of Santa Fe is an Equal Opportunity Employer. In compliance with the American's with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective employees and incumbents to discuss potential accommodations with the employer.

Veterans' Hiring Initiative

Pursuant to City of Santa Fe Resolution No. 2013-079, the City of Santa Fe Human Resources Department has implemented a Veterans' Hiring Initiative policy in order to provide opportunities for veterans who meet or exceed the minimum qualifications for city employment to obtain City employment. The Governing Body does not guarantee that a veteran shall be hired for the position being applied for, only that the veteran will be given an interview; and, it does not intend to supersede or modify any collective bargaining agreement that is currently in place with the City of Santa Fe.

Job applicants who are veterans with an honorable discharge from the military or are members of the National Guard or Reserve who have successfully completed basic training, must use the Veterans' Certification Form to identify themselves and then must attach a copy of their DD214 or DD215 and/or their proof of current Active, Guard or Reserve enlistment in order to certify their status for the position in which applying for.

Applications must be submitted online at: <https://santafenm.munisselfservice.com/employmentopportunities/>

Resumes will not be accepted in lieu of the city application form, unless the position status is at-will. When required of the position, high school diploma/GED, college degree(s), certification(s), or license(s) must be attached at the time of submission of the application. Each applicant is considered only for the current vacancy indicated on the application submitted. It is the responsibility of the applicant to monitor any future openings and to submit a separate application for each position. Incomplete applications will

not be considered. Applications become public record upon receipt and may be made available for public inspection upon request. Pre-placement physical exams, and drug and alcohol screenings are required for some positions.

This job announcement is not intended to be inclusive of all functions, responsibilities and qualifications associated with the position, however, representative of the essential job functions and typical criteria considered necessary to successfully perform the position. This position 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 position change.