



CITY OF FARMINGTON, NM
Invites applications for the position of:
Planning Manager

SALARY: \$76,561.43 - \$118,980.60 Annually

CLOSING DATE: Open Until Filled

DESCRIPTION/DUTIES:

POSITION SUMMARY:

The Planning Manager serves as a division head and member of the management team of the Public Works Department. The manager leads, supervises and participates in all current and long-range planning projects and programs, and provides supervision of the professional staff. Board/commission activities, zoning administration.

ESSENTIAL DUTIES:

Plans, organizes and supervises the operations of the Planning Division including, Development Services, Current Planning, Long Range Planning, MPO and the Community Development Block Grant (CDBG) programs. This position may be assigned to assist the Director with managing other divisions in the Department. Coordinates projects to ensure compliance with federal, state and local regulations.

Provides complex staff assistance to the Community Works Director.

Exercises direct supervision over professional, technical and clerical planning staff of Development Services, Current Planning, Long Range Planning, MPO and CDBG. Recommends applicants for employment; trains, promotes, counsels, disciplines and evaluates performance of divisional staff. Provides staff support, administrative assistance, agenda and minutes for the Planning and Zoning Commission (P&Z), Administrative Review Board (ARB) and the Downtown Metropolitan Redevelopment Area (MRA).

Prepares operational guidelines for department divisions and monitors response.

Reviews, interprets and suggests revisions to the UDC, land use, and zoning development.

Determines work procedures, prepares work schedules, and expedites workflow. Assigns duties and examines work for exactness, neatness, and conformance to policies and procedures.

Prepares divisional budgets for review by the department head; administers adopted budgets in assigned areas of responsibility. Monitors and controls expenditures.

Responsible for the analysis, development, and presentation of recommendations on complex planning, zoning and development proposals; responsible for providing technical expertise in the formulation of recommendations. .

Responsible for design review; responsible for advising contractors, architects, developers and members of the public on code interpretations, code requirements, and plan deficiencies.

Responsible for dealing with complaints of potential code violations relating to signing, building occupancy, nuisances, hazardous sidewalks or other conditions, housing conditions, construction, land use, zoning, animals, noise, dumping, clearing, grading, filling, polluting, or other code related matters.

Prepares special reports or supervises the performance of professional staff and outside consultants in the preparation of specialized planning reports including urban design proposals and other field studies.

Responsible for the duties of the Senior Planner in the Planning Division. In the absence of planning staff must be willing to work with customer service counter as needed, providing leadership and ongoing training to planning staff.

Participates in a variety of meetings to resolve departmental and planning problems.

Confers with engineers, developers, architects, various outside agencies, and the general public in acquiring information and coordinating planning and zoning matters; provides information regarding City development requirements.

QUALIFICATIONS

Bachelor's degree from an accredited college or university with major course work in landscape architecture, city planning, public or business administration or a related field combined with

five years of increasingly responsible experience in professional urban planning, including three years of administrative and supervisory responsibility; or any equivalent combination of education and experience. Master's degree preferred. AICP certification from the American Planning Association is preferred. Experience in municipal planning preferred.

Valid driver's license with acceptable driving record for the past three years.

Thorough knowledge of municipal planning principles, practices and methods; thorough knowledge of applicable City policies, laws, and regulations affecting division activities.

Ability to communicate effectively, orally and in writing, with employees, consultants, other governmental agency representatives, City officials and the general public; ability to conduct necessary engineering research and compile comprehensive reports.

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