



**Position:** Planning & Zoning Director

**Department:** Planning & Zoning

**Salary Range:** \$75,000/year - \$104,000/year

**FLSA Status:** Exempt

**Classification:** Non-Classified, Full-Time

### Position Summary

To provide comprehensive administration for the Village of Los Ranchos Planning Department as well as the preparation and administration of the Village's future land use plans and current zoning ordinances for development within the Village. Supervises Planning and Zoning staff; oversees the preparation of Planning and Zoning applications; conducts presentations to the Planning & Zoning Commission and the Board of Trustees. Performs in a manner that promotes growth and ensures development is approved consistent with the current zoning ordinances and the 2035 Master Plan. This position demands high accountability for careful and complete analysis prior to decision-making. This position has considerable communication with developers, engineers, design professionals, the Planning & Zoning Commission, the Board of Trustees, and the public.

### Minimum Qualifications

**Education and Experience:** Bachelor's degree in planning, architecture, engineering, or closely related field, advanced degree preferable. A minimum of four (4) years of progressively responsible planning or related experience, and two (2) years of experience as a supervisor in municipal, state or federal government. Other combinations of experience and education that meet the minimum requirements may be considered.

### Knowledge, Skills and Abilities:

Knowledge of the principles and practices of municipal land use law including zoning and planning laws, state statutes, and federal regulations pertaining to land use as well as technical and public policy published by planning organizations and governmental agencies. Familiarity with current trends in planning and zoning including New Urbanist concepts of multi-use, varied density development. Knowledge of grant writing and ability to access planning funds. The ability to exercise considerable initiative and independent judgment within an assigned area of responsibility, establish and maintain effective working relationships with employees, and the ability to develop and present planning and technical information in written and graphic form to the Board of Trustees, the Planning and Zoning Commission, the general public, and other government organizations and agencies.

### 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.*

- Reports to Village Administrator;
- Directs the operations of the Planning and Zoning Department to ensure compliance with applicable laws, regulations, and policies;
- Manages, directs, and supervises the activities of the department to achieve the goals as outlined in the Village Master Plan; plans and organizes staff assignments; trains, motivates, and evaluates assigned staff; reviews progress and directs change as needed;
- Coordinates and staffs Planning and Zoning Commission and the Board Trustees meetings (public) concerning land use issues;
- Prepare, analyze, and make recommendations for consideration by the Mayor, Administrator, Planning and Zoning Commissioners, and Board of Trustees to promote planning, construction methods, land uses, and developments that are beneficial to the Village;
- Prepares the department operational budget;

- Ensures the maintenance of accurate and complete records of department activities and of records relating to licenses, permits, maps, blueprints, and sketches pertinent to rural planning and development programs and projects;
- Provides the public with information regarding requirements and procedures for obtaining various zoning permits and applications. Manages the processing of applications and other matters in a timely manner and with recommendations in accordance with all applicable ordinances;
- Reviews and redlines applications for developments and major/minor subdivisions, rezoning applications, conditional use permit applications, bed and breakfast applications, home occupation applications, subdivision plats, architectural drawings, site plans, grading plans, elevations, zone change requests, legal descriptions, surveys, or other documentation for proposed projects; reviews development plans for new lots; reviews applications for appeals/variances; analyze regional/local impact of proposed development on factors such as traffic patterns, drainage conditions, or the environmental concerns; meets with applicants, agents or other parties as needed;
- Processes film permits and serves as the Village’s film liaison;
- Recommends approval/denial of planning and zoning applications to the Board of Trustees and Planning and Zoning Commission;
- Oversees on-site inspections of construction project sites to ensure conformance with approved plans and zoning regulations;
- Serves as the Certified Floodplain Administrator handling FEMA floodplain planning, preparation, and mitigation; Administers the Village’s EPA-NPDES Storm-water permit and storm-water compliance;
- Prepares/Drafts certain P and Z-related legal documents and resolutions for approval for the Village Attorney and Administrator;
- Reviews Village Ordinances and Master Plan and makes recommendations for amendments/edits;
- Reviews potential annexations for compliance with the Master Plan and Village regulations;
- Meets with the general public to discuss planning, zoning and development issues; assists the public to define concerns and presents public questions to management; informs the public of Village policy and decisions;
- Reviews and updates Village ordinances as necessary.

#### Peripheral Duties

Ability to be flexible in stressful working situations and organizational skills to prioritize work;  
Exceptional customer service skills

#### Screening and Compliance

Formal application, rating of education and experience; oral interview and reference check; job related tests may be required. Employee must pass a physical exam, pre-employment drug screening, and 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. Ability to obtain Defensive Driving Course (DDC) certification within the 90 days of employment.

##### **Other Licenses/Certifications:**

Certified Floodplain Manager or the ability to obtain certification within six months of employment.

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

#### Supervision Received and Exercised

- Works under the general supervision of the Village Administrator and Mayor.
- Provides supervision for the staff of the Planning & Zoning Department.

#### 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.

Work is performed mostly in office settings. Some outdoor work is required in the inspection of various land uses and other matters. Hand-eye coordination is necessary to operate computers and various pieces of office equipment. Specific vision abilities

required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

The employee must occasionally lift and/or move up to twenty- five (25) 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. The employee may be required to work nights, weekends, and holidays

### Equipment, Tools, and Materials

Personal computer, including word processing and spreadsheet software; OS X (Apple) operating system; database software; Geographic Information System (GIS); Financial software; 10-key calculator, phone, copy machine, fax machine; Operate a Village vehicle as required.

### 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: \_\_\_\_\_  
Mayor, Donald T. Lopez, P.E.

Approval: \_\_\_\_\_ Date: \_\_\_\_\_  
Ann Simon, Village Administrator

*Revision History:*

06/27/2022  
04/10/2019  
03/20/2015  
01/23/2014  
05/21/2006  
12/27/2004