



**SANDOVAL COUNTY**  
invites applications for the position of:

## **Director of Planning and Zoning - Open Until Filled**

<b>SALARY:</b>	\$40.21 - \$60.31 Hourly \$83,636.80 - \$125,444.80 Annually
<b>DIVISION:</b>	Planning and Zoning
<b>DEPARTMENT:</b>	Planning and Zoning
<b>OPENING DATE:</b>	08/16/22
<b>CLOSING DATE:</b>	Continuous
<b>GENERAL PURPOSE:</b>	

**\*\*Review of Applicants Shall Occur on September 16, 2022\*\***

Under administrative direction, plans, directs, coordinates and administers the daily operations, functions, and activities of the Planning and Zoning Department; provides technical and professional support to the County Manager, Elected Officials, and Advisory Committees; serves as County liaison to citizens groups and other governmental agencies; develops and implements planned projects; establishes short and long-range goals for the department; performs other administrative support functions as directed by the County Manager.

### **MINIMUM QUALIFICATIONS:**

#### **Education and Experience:**

- Bachelor's Degree in Urban Land Use, Engineering, Planning, Geography, Public Administration, or related field and six years of management experience in land use/planning, infrastructure development, transportation development, or similar experience with a strong background in planning, development and/or land-use zoning setting; that includes three years of staff supervisory and budgetary responsibility; preferably in a public-sector setting; OR an equivalent combination of education and experience.

#### **Required Licenses or Certifications:**

- Obtain and maintain a valid New Mexico Driver's License.

#### **Additional Requirements:**

- May be required to pass a background check applicable to position.

### **OTHER REQUIREMENTS:**

#### **Additional Requirements:**

- May be required to pass a background check applicable to position.

## ESSENTIAL JOB FUNCTIONS:

- Plans, directs, coordinates, and reviews the work of assigned staff; assigns tasks and coordinates schedules, projects, and programs; provides constructive feedback; reviews and evaluates work and makes effective suggestions and recommendations.
- Coaches, trains and motivates staff; coordinates and/or provides staff training; and manages employee relations; manages the workflow and prioritization of projects and measures the performance of the assigned unit/area and all related staff and takes appropriate corrective action when necessary; provides general advice and counsel to staff; develops or assists with developmental work plans for staff; assists with implementation and recommendation of corrective actions, discipline and termination procedures as appropriate/necessary.
- Plans, organizes, and directs the research, planning, and implementation efforts for the Planning and Zoning Department including short and long-range land use planning, zoning and zoning enforcement, water resource planning and development including desalination and rural regionalization, geographic information system (GIS), rural addressing, federal and state grant management, property management of County owned property, including roads, economic development, ICIP, transportation planning including long-range road and airport planning, and general administration; establishes and supervises the development of quarterly and annual work programs for the Departments activities.
- Provides technical and professional advice and reports to the County Manager and other departmental directors associated with development issues; provides a wide range of research and analysis related to development regulations, legislation, and case law.
- Provides technical and professional advice to Elected Officials, County Commission, and advisory groups, including the County Planning and Zoning Commission; provides and reviews staff reports for public meetings; represents the Department and makes oral presentations at public meetings and hearings.
- Serves as County liaison with other governmental agencies at the local, state, and federal levels; monitors outside agency activities, regulations, and legislation as they affect Planning and Zoning processes; prepares responses or advises County Manager as to potential policy actions.
- Meets with members of the Development Community/Citizenry regarding various development issues throughout the County.
- Analyzes data in numeric, statistical, environmental, cultural, engineering, architectural, map/plan, and other forms, in order to provide feedback, documentation, recommendations, and advice regarding the strategic and policy making process.
- Plans, directs, manages, and monitors the Department budget functions; develops annual budget and long-term financial plan and prepares reports; reviews and approves expenditures and implements adjustments; and requests transfers of funding line items.

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1500 Idalia Drive Building D  
Bernalillo, NM 87004

Position #2022-00113  
DIRECTOR OF PLANNING AND ZONING - OPEN UNTIL  
FILLED  
AC

[humanresources@sandovalcountynm.gov](mailto:humanresources@sandovalcountynm.gov)

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### Director of Planning and Zoning - Open Until Filled Supplemental Questionnaire

- \* 1. Which of the following best describes your level of education in the related field for this position?

- No High School Diploma or GED
  - High School Diploma or GED
  - Associates Degree
  - Bachelor's Degree
  - Master's Degree
  - Ph.D./PsyD/Ed.D/M.D./D.O/Doctorate
- \* 2. Do you have six (6) years of management experience in land use/planning, infrastructure development, transportation development, or similar experience with a strong background in planning, development and/or land-use zoning setting?
- Yes
  - No
- \* 3. Briefly describe your experience stated above.
- \* 4. Do you have three (3) years of staff supervisory and budgetary experience?
- Yes
  - No
- \* 5. I understand that if I do not attach a copy of my High School Diploma/GED Certificate, Degree or transcripts from an accredited institution showing degree conferred/awarded that my application will not be considered.
- I Understand
- \* Required Question