



CITY OF FARMINGTON, NM

Invites applications for the position of:

Associate Planner

SALARY: Exempt, Commensurate with Experience

CLOSING DATE: Open Until Filled

DESCRIPTION/DUTIES:

ESSENTIAL DUTIES:

- This full-time permanent position is responsible for performing a variety of routine and complex administrative, technical and professional work in the Community Works Department related to the development and implementation of adopted land use-related municipal ordinances, plans, and policies.
- May serve as the Community Development Block Grant (CDBG) administrator.
- May participate in long range planning to implement strategies of the 2040 Comprehensive Plan.
- Preparing planning reports, GIS maps, graphics, and supporting data exhibits.
- Researching, compiling, and preparing a variety of studies, reports, and related information for decision-making purposes.
- Providing technical and professional advice and recommendations on behalf of the Department.
- Making presentations to supervisors, boards, commissions, Mayor and City Council, civic groups and the public.
- Providing information on land use, ordinances, codes, plans and related planning programs, services or regulations to architects, engineers, developers, contractors, owners, community groups and interested persons.
- Assisting in the development and implementation of zoning, subdivision regulations, updates to the comprehensive plan, land use plans, annexation studies, and other plans, studies, and codes to meet the City's needs, as assigned.
- Researching planning information and concepts, land uses, and legal issues relating to

current and long-range planning matters and policy issues.

QUALIFICATIONS

- Valid New Mexico driver's license or ability to obtain one upon hire, with acceptable driving record for the past three years.
- Extensive background checks are required.
- Graduation from an accredited four-year college or university with a degree in land-use planning, urban planning, architecture, landscape architecture, public administration, or a closely related field, and one (1) year experience in municipal planning; or any equivalent combination of education and experience. Additional education substituting on a year for year basis for the required experience. AICP Certification from the American Planning Association is preferred and shall be required within four years of date of employment.
- Thorough knowledge of zoning laws and comprehensive plans, including their formation, process of adoption, and enforcement; Extensive knowledge of planning programs and processes; working knowledge of personal computers and GIS applications.
- Experience with grant administration is desirable. If the incumbent's education does not include a master's degree in urban or city planning, the incumbent must become proficient within his/her probationary period in: accepted professional planning practices, theory, and methodologies; planning, development, zoning and subdivision laws, including applicable land use case law; planning ethics; and, acceptable public participation methods.
- Ability to communicate effectively orally and in writing with architects, contractors, developers, owners, supervisors, employees, and the public. Ability to establish effective working relationships.
- The incumbent must be capable of working collaboratively in a team environment; be proactive and effective in his/her work habits, be able to maintain their own schedule, be capable of meeting milestones, and completing projects, work products, and tasks within specified deadlines with little supervision; consistently exhibit sound judgment, and be an energetic self-starter.
- The incumbent must possess: excellent customer service skills; Microsoft Office software skills; the ability to communicate effectively, verbally and in writing, including the proficient use of spelling, grammar, and punctuation; excellent mathematical skills; basic statistical skills; excellent listening skills; the ability to follow written and oral instructions; proficiency in time management and organizational skills; ability of working in a fast-paced environment; the ability to establish and maintain effective working relationships with city staff, city officials, other government agencies and the public; ability to uphold ethical standards by maintaining professionalism and objectivity; ability to participate in the compilation, research, analysis, and preparation of data, plans, and technical reports that can be read by the general public.

- The incumbent must also be capable of becoming proficient in the development, preparation, and implementation of comprehensive and other plans; making presentations and facilitating public meetings; and, utilizing ArcGIS applications, the HTE/AS 400 system, and various planning related software.

APPLY DIRECTLY ONLINE AT: www.cofjobs.com

This recruitment is subject to close at any time.

An Equal Opportunity Employer

City of Farmington
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Website: www.fmtn.org
