



SETTLED C. 1661 ... INCORPORATED 1958

Position: Planner

Department: Planning & Zoning

Salary Range: \$20/hr. - \$35/hr.

FLSA Status: Non-Exempt

Classification: Classified, Full-Time

Position Summary

The position of Planner requires professional planning work of moderate difficulty. It is characterized by increasingly specialized knowledge of the planning field and a more elevated level of required duties and responsibilities compared with the Planning and Zoning Assistant. The Planner is expected to possess in-depth knowledge within one or more planning specialties such as economic development, comprehensive planning, or environmental planning. The Planner may prepare Planning and Zoning applications; Planning Reports; Demographic and economic research; Conduct 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 Village Master Plan. This position requires careful and complete analysis prior to decision-making. This position includes 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. A minimum of two (2) years of progressive responsibility in Community/Urban planning and development or related experience. 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. 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. Competent in the use of Microsoft Office programs, knowledgeable in GIS and Database software.

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.

- Help coordinate Planning and Zoning Commission and the Board of Trustees meetings concerning land use issues;
- Prepare, analyze, and make recommendations for consideration by the Mayor, Administrator, Planning and Zoning Commissioners, Board of Trustees and Planning & Zoning Director to promote planning, construction methods, land uses, and developments that are beneficial to the Village;
- Assist in preparing the department operations budget;
- Assists public with building permits, parcel permits, fence permits, sign permits, solar permits, subdivision and zoning applications, and provides information and direction to the public on the application and permitting processes;
- Help ensure 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;
- Meet with public officials, developers, and the public regarding development plans and land use;
- Gather and analyze economic and environmental studies, censuses, and market research data;
- Conduct field investigations to analyze factors affecting land use;
- Review site plans submitted by developers;
- Assess the feasibility of proposals and identify needed changes;
- Recommend whether proposals should be approved or denied;

- Present projects to communities, planning officials, and planning commissions;
- Stay current on zoning or building codes, environmental regulations, and other legal issues;
- 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, home occupation applications, subdivision plats, architectural drawings, siteplans, 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; analyzes 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;
- Conducts on-site inspections of construction project sites to ensure conformance with approved plans and zoning regulations;
- Prepares legal documents and resolutions for approval for the P & Z Director, Village Attorney, and Administrator;
- 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;
- Ability to update website/public information;
- Provides backup to Planning & Zoning Administrative Assistant as needed;
- Assists the Village with the Business and Economic Development Advisory Committee.

Peripheral Duties

Ability to be flexible in stressful working situations and organizational skills to prioritize work.

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.

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 Planning & Zoning Director.

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 Microsoft Office Suite; OS X (Apple) operating system; database software, File Maker Pro; Geographic Information System (GIS); 10-key calculator, phone, copy machine, fax machine, Square Up and Square Space; 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.

Printed Name: _____ Signature: _____ Date: _____

Approval: _____ Date: _____
Donald T. Lopez, Mayor

Approval: _____ Date: _____
Ann Simon, Administrator

Revision History:

02/11/2019
03/24/2022
09/27/2022