Job Title: Senior Planner  
Job Code: 1511  
Division: Planning  
Department: Planning  
Paygrade: 18  
Effective Date: 11/30/10  
Last Revised: 10/09  
FLSA: Non-Exempt

**GENERAL PURPOSE**

Performs a variety of advanced and technical planning duties as needed to implement department work plans and programs related to current planning and development review. Assists in the monitoring of community compliance with established planning, zoning and development ordinances.

**SUPERVISION RECEIVED**

Works under general supervision of the Deputy Planning Director or Planning Director.

**SUPERVISION EXERCISED:**

Provides general supervision to Planner(s) II, I and Planning & Zoning Technician(s) while in training or on a project-by-project basis.

**ESSENTIAL FUNCTIONS**

Performs technical planning evaluations with emphasis in current and long-range planning; prepares and presents staff reports, plat reviews, etc.; provides public assistance in the explanation of development policies; assists in the drafting of proposed ordinances, regulations, and related operational guidelines impacting short range and long-range planning.

Reviews applications for zoning compliance and land divisions (i.e., subdivisions, exemptions, special use permits and variances); prepares proper documentation for review at various stages of the approval process, i.e., planning commission, county commissioners, or the general public; documents actions taken and records various proceedings; prepares planning commission and Board of County Commissioner packets as necessary; attends regular meetings to present and discuss planning applications and issues.

Assists to coordinate the citizen participation process; meets with the general public to discuss planning, zoning, and development issues; assists the public to define concerns and presents public questions to management; conducts quasi-judicial processes to mediate and facilitate resolution to planning, zoning, and building compliance issues; follows up with public to apprise of county policy and decisions; assists in the preparation of meeting agenda as required; publishes notice of meeting via local newspaper and posts notices as required.

Provides technical and professional advice; makes presentations to supervisors, boards, commissions, civic groups and the general public. Provides information on land use applications, ordinances, codes, plans and related planning programs, services or regulations to architects, engineers, developers, contractors, owners, community groups and interested persons.

Prepares a variety of studies, reports and related information for decision-making purposes; conducts technical research studies as necessary and prepares statistical reports and recommendations for drafting or revising local legislation and plans, projecting trends, monitoring socio-economic data, etc.

Assists in the development and implementation of growth management, land use, economic development, utility, housing, transportation, facilities, solid waste or other plans and codes to meet the County's needs and any inter-governamental agreements or requirements.

Evaluates land use proposals for conformity to established plans and ordinances; evaluates proposals' development impact as they relate to the adopted plans of the County and makes recommendations; evaluates environmental information and recommends mitigation measures to reduce adverse impacts of development.

Assists county staff in the enforcement of local ordinances and in interpreting county codes and master plans; performs research on codes and ordinances to update and revise as needed; researches county
departments, i.e., clerk, assessor, etc., to examine legal documents, property descriptions, warranty deeds, plats, maps, etc. as needed to help make compliance decisions; advises property owners, builders, contractors, architects and developers regarding potential land use and subdivision violations; searches tax records; obtains facts necessary to determine and recommend various actions; coordinates and monitors problem resolutions as needed or assigned.

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Assists in maintaining the database of information for planning purposes; i.e., claim exemption, subdivision, special use permits and variance file numbers and logs; maintains logs and records related to inspections and compliance activities; drafts recommended changes to codes and ordinances; develops and delivers reports, written and verbal, to boards, committees, public groups, etc.; may serve as an expert witness in giving courtroom testimony.

Performs related duties as required.

MINIMUM QUALIFICATIONS

1. Education and Experience:
   A. Graduation from college with a bachelor's degree in urban planning, public administration or a closely related field; AND
   B. Four (4) years of progressively responsible experience performing above or related duties; including two (2) years of supervisory experience is preferred; OR
   C. An equivalent combination of education and experience.

2. Required Knowledge, Skills, and Abilities:

   Working knowledge of legal system and procedures affecting planning, zoning, and related operations of the county; principles and practices of urban planning, building construction, site development, zoning ordinances, urban design, historic preservation, environmental protection and architecture; economics, sociology and community organization as applied to urban planning models; relationship between factors affecting urban planning policy, such as economic, political, sociological, legal, etc.; research and statistical methods typically used in the analysis and the evaluation of research data; land use, zoning, federal, state, and local laws; basic computer aided drafting methodology and related software; computer data base development. Some knowledge of principles of supervision and employee management.

   Skill in the art of diplomacy and cooperative problem solving.

   Ability to organize work programs; supervise the compilation, analysis and preparation of planning related professional reports; coordinate a variety of major projects and programs; plan and organize comprehensive research studies; prepare and present technical reports; direct, motivate, develop, and evaluate subordinates; prepare and present budget estimates; enforce regulations with fairness, tact, and impartiality; interpret codes accurately and effectively; operate personal computer and various software applications (word processing, spreadsheet, design, etc.) communicate effectively, verbally and in writing; operate standard keyboard and perform data entry activities; establish and maintain effective working relationships with employees, other agencies, and the public.

3. Special Qualifications:

   Incumbent may be required to obtain CZO (Certified Zoning Official) certification. AICP (American Institute of Certified Planners) is desired. Must possess a valid New Mexico driver's license.

4. Work Environment:

   Incumbent of the position performs in a typical office setting with appropriate climate controls. Tasks require variety of physical activities, not generally involving muscular strain. Periodic walking, standing, stooping, sitting, reaching, required in normal course of performing essential duties. Talking, hearing and seeing essential to effective performance of the job. Common eye, hand, finger dexterity needed for most essential functions. Mental application utilizes memory for

Disclaimer: The above statements describe the general nature, level, and type of work performed by the incumbent(s) assigned to this classification. They are not intended to be an exhaustive list of all responsibilities, demands, and skills required of personnel so classified. Job descriptions are not intended to and do not imply or create any employment, compensation, or contract rights to any person or persons. Management reserves the right to add, delete, or modify any and/or all provisions of this description at any time as needed without notice. This job description supersedes earlier versions.

I _______________________________ have reviewed the above job description. Date : ________________

(Employee)