



# Rio Arriba County

## *JOB DESCRIPTION VACANCY*

### **ASSISTANT PLANNER**

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<b>DEPARTMENT:</b>	<b>PLANNING &amp; ZONING</b>
<b>PRIMARY LOCATION:</b>	<b>ESPANOLA, NM</b>
<b>SALARY CLASSIFICATION:</b>	<b>M-11 PER-SCHEDULE</b>
<b>SALARY:</b>	<b>\$58,825.00 - \$69,225.00</b>
<b>POSITION STATUS:</b>	<b>FULL-TIME</b>
<b>FLSA CLASSIFICATION:</b>	<b>EXEMPT</b>
<b>CLOSING DATE:</b>	<b>OPEN UNTIL FILLED</b>
<b>POSTING DATE:</b>	<b>25 SEPTEMBER 2023</b>

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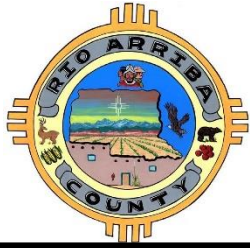
*The following duties ARE NOT intended to serve as a comprehensive list of all duties performed by employees in this classification; only to provide a summary of the major duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.*

#### **Primary Summary:**

Under general supervision of the Planning and Zoning Director or designee, performs a variety of complex and specialized planning work in the areas of environmental review, current planning, long-range planning, engineering assistance, and code enforcement. Works with developers, property owners, other County Departments, and the general public in regard to land use and planning issues, assists with research and planning studies, and performs other duties as assigned. The general level and nature of this position: Described in the headings below. This is not an all-inclusive list of all responsibilities, duties and skills required of personnel in this classification. Duties, responsibilities, and activities may change at any time with or without notice.

#### **Duties and Responsibilities:**

- Provide public information and zoning counter services, receives and determine completeness and acceptability of various types of land use applications and requests for permits
- Reviews land use proposals and survey plats for basic conformance with land use policies and procedures of the County
- Knowledge of Land Use Development criteria
- Makes routine field investigations to assure compliance with conditions of approval contained in land use cases and permits
- Performs and manages complex and sensitive professional planning projects, research and analysis
- Monitors and ensures compliance with all County Ordinances and Codes pertaining to land use
- Oversees specialized planning functions such as subdivisions, commercial development and planning studies
- Provides overall management of division-related planning issues



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- Advises various councils, boards, committees, commissions and elected officials in planning issues
  - May oversee the research, permitting and addressing section of the Planning Department
  - Review/Approve all permits issued by the Rio Arriba County Planning & Zoning Department
  - Serve as liaison and performs all necessary functions in support of the Planning Committee/Commission
  - Perform other duties as assigned by Directors/Supervisor/Designee
  - Thorough knowledge of planning practices associated with the position
  - Strong methods and statistical principles related to community growth and development
  - Familiar with citizen involvement techniques and processes
  - Must possess outstanding customer service skills
  - Performs and presents studies and informational presentations. May present to the County Commission and/or County management
  - Maintains confidentiality of all privileged information
  - Contributes to a team effort
  - Performs other duties as assigned or required
  - Performs and presents studies and informational presentations. May present to the County Commission and/or County management
  - Maintains confidentiality of all privileged information
  - Contributes to a team effort
  - Performs other duties as assigned or required

#### **Qualifications:**

- Bachelor's degree in Planning or related field; or direct work experience in this occupation totaling five (5) years may substitute for the required educational experience
- Good communication skills
- Innovative, detail-oriented, experienced in highly visible/controversial projects
- Strong analytical skills to interpret research data for reports and apply mathematical techniques in practical situations
- Ability to work on several projects or issues simultaneously
- Ability to manage projects effectively and meet firm deadlines
- Background in drafting, map reading and related skills
- Valid New Mexico Driver's License
- Must be able to communicate orally and in writing in English
- Must be able to follow written and oral instructions in English
- Must be able to read and understand maps, plats, deeds, and technical records and ordinances;



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- Good writing skills and basic mathematical functions
  - Shall be able to maintain a valid New Mexico driver's license or obtain one within one (1) month of hire

#### **Preferred Qualifications:**

- Bachelor's Degree from an accredited college or university in Planning, Architecture, Land use Law, Political Science, or closely related field
- Any combination of education from an accredited college or university in a related field and/or direct work experience in this occupation totaling five (5) years may substitute for the required educational experience
- Extensive knowledge of planning principles and processes
- Strong presentation skills
- Knowledge of planning practices related to federal, state and local statutes, codes and ordinances
- Five (5) years' experience directly related to planning practices to include experience in mapping, public presentations, customer service, report writing

#### **Work Environment/Conditions:**

Work is performed in a professional office environment with a moderate noise level, occasionally working under stressful conditions and for extended periods of time. Work is performed in facilities within Rio Arriba County with primary functions split between the Tierra Amarilla and Espanola Annex offices. This position is routinely exposed to Visual/Video Display Terminal (VDT) and extensive personal computer and phone usage. Evening, holiday, and weekend work outside of normal business hours may be required as well as travel and attendance at meetings. Must be available and to provide customer support 7x24x365 in the event of County emergencies.

Each and every county position requires the following professional skills and abilities as key and necessary elements of performance. Employees are required to:

- Demonstrate regular and reliable attendance
  - Work well with others and participate fully in a team-oriented environment
  - Interface with other employees and customers in a courteous and respectful manner
  - Project positive support of their department and all county organizations at all times and
  - Maintain and enhance the county's commitment to customer service excellence
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*Working Conditions for individual positions in this classification will vary based on each departments' utilization, essential functions and the recruitment needs at the time a vacancy is posted. All requirements are subject to possible modification to reasonably accommodate individuals with disabilities.*

#### **Conditions of Employment:**

Successful completion of thorough background investigation. Must pass a pre-employment drug screening and MVD check. Employees must comply with the safety guidelines of the county and follow the HIPPA Guidelines Manual - Policies and Procedures. Must possess and maintain a current driving course certificate from Rio Arriba County or must pass and receive a defensive driving course certificate within (30) days of the date of hire as a condition of continued employment.

**Please send an e-mail with your Letter of Interest,  
Resume and Job Application to:**

**[JobApplications@rio-arriba.org](mailto:JobApplications@rio-arriba.org)**

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*P.O. Box 127 \* Tierra Amarilla, New Mexico 87575 \* Phone (575) 588-7254 \* Fax (575) 588-7810*

*Espanola Annex \* 1122 Industrial Park Road \* Espanola, New Mexico 87532 \* Phone (505) 753-2992 \* Fax (505) 753-9397*

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