



"Unidos Aquí Para La Gente"
Equal Opportunity Employer

Santa Fe County Human Resources

www.santafecounty.org
505-982-9880 • 205 Montezuma Ave SF, NM 87604

Job Title: Community Planner
Department/Division: Community Services Department/Community Projects Division
Salary: \$20.1365/hr – \$30.2048/hr **Range 31**
Position Status: Full-Time/Classified
FLSA Status: Non Exempt
Closing Date: April 18,2008
Job #: 4-004

Primary Purpose:

Undertakes a variety of planning projects which may include the formulating and implementing of community plans, strategies, ordinances, agreements, legislation, programs and policies.

Assignment in Community Projects Division/Open Space & Trails Program:

Essential Job Functions:

The following duties ARE NOT intended to serve as a comprehensive list of all duties performed by all 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.

- Responsible for the development of resource management plans, master plans, policies and guidelines.
- Implements and updates the Santa Fe County Open Land and Trails Plan.
- Prepare project scope and specifications, solicit professional services and evaluate proposals and bids for the development of plans and studies.
- Establish and maintain partnerships with various local, state and federal agencies, community organizations, and individuals.
- Develops community outreach, public information and educational materials and activities to promote public awareness and interest in the Program.
- Facilitates the public involvement process during the development of property management and master plans.
- Participates and represents the Program in County and regional planning projects.
- Assists with grant preparation and administration.
- Serve as Program representative to the public, media, and community groups on open space and trails matters, which includes attending meetings, giving presentations, providing technical assistance, and answering inquiries. (Any one position may not perform all duties listed nor is this inclusive of all duties performed)

Knowledge and Skills:

- Considerable knowledge of principles and practices of parks, open space, and trails planning and design, outdoor recreation, resource protection and land management.
- Experience and knowledge of planning principles and practices.
- Requires excellent written and graphic presentation skills for preparing reports, plans, and outreach materials.
- Ability to effectively facilitate public meetings and give public presentations.
- Requires excellent communication skills to effectively work with the public, consultants, and diverse user groups.
- Requires the ability to work productively in a team environment with staff, consultants, and partner organizations.
- Skill with GPS, GIS, Microsoft Access, Pagemaker, and Adobe Illustrator (or similar software).

Minimum Qualifications:

- Bachelor's degree in planning, natural resource management, outdoor recreation management or a closely related field plus 3 years experience in urban, regional or community planning or a Master's degree in planning plus 1 year experience or any equivalent combination of relevant training and experience.
- Must possess a valid New Mexico Class D driver's license. Incumbent may be appointed to drive a Santa Fe County vehicle while conducting County business.

Working Conditions:

Work is primarily in an office setting with occasional field visits. Work schedule may include evening and weekend hours. May be required to travel. May be subject to exposure to CRT's and VDT's.

Assignment in Growth Management/Planning & Development Division: Essential Job Functions:

The following duties ARE NOT intended to serve as a comprehensive list of all duties performed by all 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.

- Coordinates, prepares and publishes plans for traditional and contemporary communities. Maintains and updates the current land use data for Santa Fe County and other user agencies. Interprets, maintains and updates the Growth Management Plan and Land Development Code. Directs the compilation, analysis and projection of future land uses, development design relationships, economic development patterns and open space needs.
- Designs community planning projects and procedures to develop community plans. Completes research, and proposes recommended solutions to community land use problems. Generates population estimates and interprets census data.
- Advises Local Development Review Committees, the County Development Review Committee, Extraterritorial Zoning Authority, Extraterritorial Zoning Commission and the Board of County Commissioners on matters involving community planning, ordinance amendments and planning issues. Deals with the public in an advisory capacity on all community planning matters including counseling, technical assistance, coordination of plans and projects and site development studies for citizens, developers, public agencies, Board of County Commissioners or appointed committees.
- Represents the County government at public meetings and at conferences with other public or private groups, participating and negotiating as authorized in the solution of community planning problems. Prepares and publishes public notices for adoption of community plans, ordinances, work sessions, and meetings for public bodies. Executes requirements for various special projects including GIS, graphic, audio visual, statistical data or special design. Maybe involved in the selection of consultants for research projects. Gives presentations on community planning and County government to interested groups. Reads reports and professional literature to keep abreast of issues and developments in land use field. Acts as liaison in matters affecting the Land Use Department and other County departments. (Any one position may not perform all duties listed nor is this inclusive of all duties performed)

Knowledge and Skills:

- Considerable knowledge of principles, practices, purposes, scope and techniques of various phases of community development, land use planning, economic development, statistical and research methods and sources of data relating to County and Extraterritorial growth; subdivision land use, zoning and legal descriptions; federal, state and local laws as they relate to County planning; of County codes; general principles and practices of traffic, civil or architectural engineering.
- Ability to plan, organize and review the work of consultants and steering committees; to design, analyze, write and edit research studies, survey final reports and plans; to speak and write effectively; to deal tactfully and effectively with the press, general public, governmental officials, professional and technical employees; to coordinate the activities with other departments and governmental agencies; and to use drafting instruments and photographic equipment.

Minimum Qualifications:

- Bachelor's degree in Planning, Architecture, Civil Engineering, Geography or a closely related field plus 3 years experience in urban, regional or community planning or a Master's degree in Community, Urban or Regional Planning plus 1 year experience or any equivalent combination of relevant training and experience.
- Must possess a valid New Mexico Class D driver's license. Incumbent may be appointed to drive a Santa Fe County vehicle while conducting County business.

Working Conditions:

Work is primarily in an office setting with occasional field visits. Work schedule may include evening and weekend hours. May be required to travel. May be subject to exposure to CRT's and VDT's.

Selected candidate must submit to and pass a County paid pre-employment physical and drug/alcohol screening.

Submit Applications to:

Santa Fe County Human Resources

205 Montezuma Ave. Santa Fe, NM 87504-0276

Resumes will not be accepted in lieu of the official Santa Fe County employment application.

Proof of education, certificates and/or endorsements must be attached to each application.