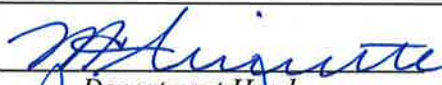



**DOÑA ANA COUNTY  
JOB DESCRIPTION**

<b>POSITION TITLE: Chief Planner – Current Planning</b>		<b>PAY GRADE: D62</b>	
<b>DEPARTMENT: Community Development</b>	<b>FLSA:</b>	<input checked="" type="checkbox"/> Exempt	<input type="checkbox"/> Non-Exempt
<b>REPORTS TO: Director Community Development</b>	<b>LEAD:</b>	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
<b>BARGAINING UNIT: N/A</b>	<b>SUPERVISOR:</b>	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
<b>APPROVED:</b>			
 _____ Department Head		8/19/19 _____ Date	
 _____ Human Resources Director		8/23/19 _____ Date	

**I. PURPOSE SUMMARY.** Under the general supervision of the Community Development Director, the Chief Planner assists the Director in the administration of the department and directly oversees, manages, and directs the operation of the Current Planning Section of the Planning Division.

**II. ESSENTIAL DUTIES.**

Acts as the Director in their absence, performing such functions as approving leave requests and pay changes

Assists the Director in managing all operational and procedural aspects of the department including analyzing and developing departmental goals, policies and procedures, and implementing systems or policies to ensure efficient delivery of current services and to establish new services

Informs the county's elected officials and county manager of project status

Plans and directs the preparation of technical reports and special projects pertaining to land use, zoning, subdivisions, and development standards and trends

Develops budgets, timetables, and coordination for projects

Plans and prepares projects for presentations and meetings on all aspects of planning

Plans, directs, and manages personnel; contracts, billings, and task timelines

Reviews staff's work to ensure completeness, accuracy and timeliness

Supervises and reviews staff presentations on zoning, variance, special use permits, and subdivisions to County Planning and Zoning Commission, Board of County Commissioners, ETZ Commission, and the Extra-Territorial Authority

Enforces and administers zoning; subdivisions and land use ordinances

Maintains legal documents and other records regarding land development regulatory actions

Interprets and amends all codes and regulations

Responsible for knowing and abiding by all department and county policies and procedures

**III. ADDITIONAL DUTIES.** Grants administration; long-range plan development, knowledge of relevant software, coordination with other county departments, other local, state, and federal agencies

**IV. QUALIFICATIONS.**

**A. Education.** Bachelor's Degree in Urban/Regional/City Planning, Public Administration, Government, Economics or closely related field; Master's Degree preferred

**B. Education substitution.** N/A

**C. Experience.** Six (6) years of progressively responsible post-graduate professional experience in urban and regional planning; at least two (2) of which were in a full-time supervisory capacity

**D. Experience substitution.** None

**E. Licenses/Certifications.** Must possess a valid driver's license; American Institute of Certified Planners (AICP) membership required

**F. Other (e.g., post-offer medical exam, polygraph, background check, driver's license record, etc.).** Background check and driver's license record; Bilingual (English and Spanish) preferred

**1. KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED BY THE POSITION:**

**Knowledge** of principles and practices of county or regional planning, zoning, subdivision regulations, mapping, building and development; county and extra-territorial zoning and subdivision ordinances, and various county and state permits required to obtain building and development plans; principles and practices of public administration and management, including budgeting, finance, grant management, human resources issues, resource management, and programs and services evaluation; principles and practices of effective supervision, leadership, training, and performance evaluation; and federal and state laws, regulations, and guidelines that impact the operations of the department to which assigned

**Skill** to organize and prioritize workload and manage multiple projects at the same time; analyze and evaluate information accurately and express ideas clearly when providing oral and written reports and recommendations; and establish and maintain effective and cooperative working relationships with others

**2. FREEDOM TO ACT.**

The supervisor sets overall objectives and resources available. The employee and supervisor, in consultation, develop deadlines, projects, and work to be done. The employee is responsible for planning and carrying out the assignment, resolving most of the conflicts that arise, coordinating the work with others as necessary, and interpreting policy on own initiative, in terms of established objectives. In some assignments, the employee also determines the approach to be taken and the methodology to be used. The employee keeps the supervisor informed of progress and potentially controversial matters. Completed work is reviewed only from an overall standpoint in terms of feasibility, compatibility with other work, or effectiveness in meeting requirements or expected.

**3. GUIDELINES AND JUDGMENT.**

Guidelines are broadly stated and nonspecific; e.g., broad policy statements and basic legislation that require extensive interpretation. The employee must use judgment and ingenuity in interpreting the intent of the guides that do exist and in developing applications to specific areas of work. Frequently, the employee is recognized as a technical authority in the development and interpretation of guideline.

**4. PHYSICAL DEMANDS.**

While performing the duties of this job, the employee must be able to communicate effectively both orally and in writing. The employee must be able to operate specific office equipment, and must be able to move about the work environment. The employee must have the ability to frequently move or re-position up to 10 pounds of materials or objects, occasionally, twenty-five (25) pounds.

**5. WORK ENVIRONMENT.**

Essential duties are performed 85% percent indoors under normal controlled temperature conditions and 15% under fluctuating temperatures. Primary work surface indoors is even, carpeted, tiled and/or a concrete floor. Outdoors is subject to wet, dry or greasy natural ground, or treated surface. May be exposed to long working hours.

**6. SUPERVISORY RESPONSIBILITY.**

Work is performed under the general supervision of the Director, Community Development Department. Carries out supervisory responsibilities in accordance with the County's policies and applicable laws. Responsibilities include interviewing and recommending the hiring of employees, training, planning,

assigning, and directing work, appraising performance, rewarding and disciplining employees, addressing complaints and resolving problems.

**IV. EMPLOYEE ACKNOWLEDGEMENT:**

I have read my Job Description and understand my assigned responsibilities, and have been given a copy of this Job Description. I have also received a copy of the Personnel Policies and Procedures Handbook, and understand that I am responsible for reading and following all relevant policies and procedures outlined in it. I also certify by my signature below that I am able to perform the essential functions of this Job Description with or without reasonable accommodation.

Accepted by: \_\_\_\_\_  
*Employee* *Date*

