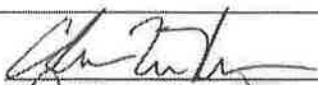
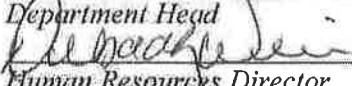


DOÑA ANA COUNTY
JOB DESCRIPTION

POSITION TITLE: Planning Surveyor		PAY GRADE: 03	
DEPARTMENT: Community Development	FLSA: <input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Non-Exempt		
REPORTS TO: Chief Planner	LEAD: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
BARGAINING UNIT: N/A	SUPERVISOR: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
APPROVED: 	<u>4/12/12</u> Date		
	<u>4/12/12</u> Date		

I. PURPOSE SUMMARY.

Under the supervision of the Chief Planner, assists the Advance Planning Department in conducting door-to-door surveys for a community master plan in Chaparral, NM.

II. ESSENTIAL DUTIES.

- Collect information by conducting door-to-door personal interviews
- Enter survey data while in the field
- Responsible for knowing and abiding by all department and county policies and procedures

III. ADDITIONAL DUTIES. Other duties as assigned.

IV. QUALIFICATIONS.

A. Education. High school diploma or equivalent

B. Experience.

C. Education/Experience substitution. In accordance with County Policy

D. Licenses/Certifications. Valid unrestricted Driver's License required

E. Other (e.g., post-offer medical exam, polygraph, background check, driver's license record, etc.). A background check and educational verification; bilingual in English/Spanish required

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

- Basic computer skills
- Ability to read, write, and process information
- Work with basic map data
- Establish and maintain working relationships and be a team player

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 other 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 results.

3. **GUIDELINES AND JUDGMENT.**

The employee uses initiative and resourcefulness in deviating from traditional methods or researching trends and patterns to develop new methods, criteria, or proposed new policies.

4. **PHYSICAL DEMANDS.**

While performing the duties of this job, the employee must be able to communicate effectively both orally and in writing; carry up to five (5) pounds of equipment each day; have manual dexterity to type; and will be required to stand, reach, and walk up to six (6) hours each day.

The employee will be in the field (traversing through unpaved or uneven terrain) collecting surveys each day throughout neighborhoods for three (3) hours at a time.

5. **WORK ENVIRONMENT.**

Outdoors 100% of the time under various weather conditions - extreme hot or cold temperatures; and wet, dry, or greasy uneven natural ground or asphalt.

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