



**DOÑA ANA COUNTY
JOB DESCRIPTION**

POSITION TITLE: Senior Planner	PAY GRADE: C43
DEPARTMENT: Community Planning	FLSA: <input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Non-Exempt
REPORTS TO: Chief Planner - Advance Planning	LEAD: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
BARGAINING UNIT: N/A	SUPERVISOR: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
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APPROVED:  _____ <i>Department Head</i>	<u>10.23.13</u> _____ <i>Date</i>
 _____ <i>Human Resources Director</i>	<u>10/24/13</u> _____ <i>Date</i>

I. PURPOSE SUMMARY. Under the direction of the Chief Planner – Advance Planning performs professional comprehensive planning and other long and medium range planning as provided in state statute and outlined in Doña Ana County’s ordinances, regulations, policies and work programs.

II. ESSENTIAL DUTIES.

- Assist with the preparation of the Comprehensive Plan for Sustainable Development;
- Oversee/assist with the preparation of sub-area plans including: Coloñias Master Plans; neighborhood plans; business district development; transportation/corridor plans; transit oriented development; public improvement districts; brown fields; etc.;
- Assist with annual preparation of the Doña Ana County Capital Needs Plan;
- Preparation and coordination of the Doña Ana County Capital Improvement Program and Infrastructure Capital Needs Plan
- Assist with the preparation and coordination of the Doña Ana County Asset Management Plan;
- Collect, compile, and analyze complex information and data and prepare reports
- Facilitate public outreach/participation/education for the various county initiatives;
- Develop short- and long-range work plans, procedures, and schedules.
- Project management and contract administration
- Assist with development of division work programs
- Develop project work scopes, schedules, and budgets
- Assist supervisor in lead role for the Advance Planning Division with oversight of Planner, Planner-Designer, and/or Planning Assistant positions;
- Provides day-to-day guidance, leadership, mentoring, motivation, training and development of Advance Planning staff
- Keeps immediate supervisor and designated others accurately informed concerning work progress, including present and potential problems and suggestions for resolution
- Attends meetings, conferences, workshops, and training sessions determined by supervisor
- Provide high level of customer service to public and other staff, in person, over the phone, and via email

III. ADDITIONAL DUTIES. Other duties may be assigned.

IV. QUALIFICATIONS.

- A. **Education.** Bachelor's degree from an accredited university in community or regional planning, public administration, landscape architecture, architecture, or related field. Master's degree from an accredited university in community or regional planning, public administration, landscape architecture, or related field is desired.
- B. **Experience.** Four (4) years of progressively responsible experience in the area of comprehensive, community or regional planning or similar capacity.
- C. **Licenses/Certifications.** Have a valid unrestricted driver's license. Certification from the American Institute of Certified Planners (AICP) or obtain certification within two (2) years from date of hire.
- D. **Other (e.g., post-offer medical exam, polygraph, background check, driver's license record, etc.).** Must pass background and obtain a good driving record.

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

Knowledge: Extensive knowledge of comprehensive planning principles, practices and techniques, particularly as expressed in "Chapter 7 – Local planning: in APA's *Growing Smart? Legislative Guidebook*. Advanced knowledge of physical and policy planning, long range and intermediate range planning, comprehensive plan elements and comprehensive regional and local land jurisdiction, the planning process from vision through implementation, guidelines for decision makers, intergovernmental concepts including Sustainable Development, Growing Smart, Smart Growth, New Urbanism, and neighborhoods as community building blocks. Experience with grant oversight/management a plus.

Skill: Intellectual curiosity about the planning profession and ability to improve skill set and experiences on a daily basis; exemplary planning skills and techniques; ability to clearly and concisely communicate through writing, speaking and digital media; Demonstrated expertise in: MS Office. Additional capabilities such as GIS (Arc View) are a plus. Possess a high level of analytical skills to find solutions to complex professional, technical, and administrative problems. Design experience and knowledge is highly favorable. Operation and capabilities with design software such as Adobe Creative Suite, Sketch Up, Adobe Premiere, website development and management are favorable.

Ability: Work with culturally diverse population; communicate effectively; train employees; establish and maintain effective working relationships; work independently, and use considerable judgment in various situations and to take appropriate action while recognizing when it is necessary to refer to management. Work is performed with considerable latitude for independent judgment and action within the scope of work and agency programs and policies. Ability to coordinate and collaborate with other disciplines; must be able to work with others as part of a team. Establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work. Possess ability to manage and work on multiple projects, priorities, and work flows and meet deadlines. Must possess versatility, flexibility, and a willingness to work with constantly changing priorities. Organize and prioritize multiple tasks. Ability to work on complex projects with general direction and minimal guidance. Ability to coordinate activities between multiple departments, disciplines, federal and state programs, and agencies. Ability to establish and maintain effective working relationships with internal staff, consultants, government representatives and those doing business with Doña Ana County. Working outside of normal working hours such as evenings, early mornings, and/or weekends may be required to meet the needs of certain projects.

2. **FREEDOM TO ACT.** The supervisor makes assignments by defining objectives, priority, and deadlines, and assists the employee with unusual situations that do not have clear precedents. The employee plans and carries out the successive steps and handles problems and deviations in the work assignments in accordance with instructions, policies, previous training, or accepted practices in the occupation. Completed work is usually evaluated for technical soundness, appropriateness, and conformity to policy and requirements. Methods used in arriving at end results are not usually reviewed in detail.

3. **GUIDELINES AND JUDGMENT.** Guidelines are available but are not completely applicable to the work or have gaps in specificity. The employee uses judgment in interpreting and adapting guidelines, such as policies, regulations, precedents, and work situations require the employee to use judgment in locating and selecting the most appropriate guidelines, references and procedures for application, and in making minor deviations to adapt the guidelines to specific cases or problems. The employee analyzes results and recommends changes.

4. **PHYSICAL DEMANDS.** The work is sedentary. Extended periods of sitting at a workstation with use of computer. Work may involve bending, stooping, kneeling, reaching, standing, and walking. Must possess ability to traverse uneven terrain during site visits and operate a motor vehicle. Employee must possess the ability to lift, carry, push and pull materials and objects weighing up to 25 pounds. Internal and public meetings may require setup of materials and equipment.

5. **WORK ENVIRONMENT.** The environment involves everyday risks or discomforts that require normal safety precautions typical of such places as offices, residences, commercial vehicles. The work area is adequately lighted, heated, and ventilated. Occasional night and weekend meetings may be required.

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: _____ Date _____
Employee *Date*

