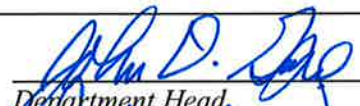
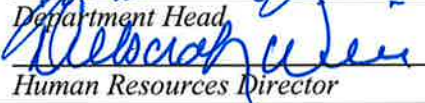


**DOÑA ANA COUNTY
JOB DESCRIPTION**

| | |
|--|---|
| POSITION TITLE: Planner | PAY GRADE: C42 |
| DEPARTMENT: Flood Commission | FLSA: <input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Non-Exempt |
| REPORTS TO: Supervisor, Engineer | LEAD: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No |
| BARGAINING UNIT: N/A | SUPERVISOR: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No |
| <hr/> | |
| APPROVED: <u></u> Department Head | <u>9/5/2019</u> Date |
| <u></u> Human Resources Director | <u>9/6/19</u> Date |

I. PURPOSE SUMMARY. Under the direction of the Department Head, performs professional planning functions as outlined through the county’s ordinances, regulations, policies and procedures.

II. ESSENTIAL DUTIES. (A position may not include all of the duties listed, nor do the listed examples include all of the duties which may be found in a position of the class. An individual must be able to perform the essential functions listed below and a reasonable accommodation may be made available to qualified individuals with disabilities to perform the essential functions of the job).

- Reviews subdivisions, building permits, elevation certificates and makes flood hazard determinations.
- Administers the County Floodplain development ordinance.
- Administers the County’s Community Rating System (CRS) through FEMA.
- Assists the public with flood related problems and attends public meeting to serve as subject matter expert.
- Assist in the field by performing inspections for drainage/flooding problems and facilities.
- May inspect maintenance and various floodplain management projects
- Preparation of graphics for major planning documents
- Preparation of presentation graphics including drawings, maps and PowerPoint presentations
- Provides technical advice and assistance
- Researches property, easements and rights-of-way and gathers historical information for Flood Commission projects.

III. ADDITIONAL DUTIES. Other duties that may be assigned.

IV. QUALIFICATIONS.

A. Education. Bachelor’s degree from an accredited university in City and Regional Planning, Geography or related field.

B. Experience. Two (2) years experience in the area of public planning, zoning or similar capacity.

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

D. Licenses/Certifications. A valid (unrestricted) driver's license. Must maintain an acceptable driving record in accordance with County policy.

E. Other (e.g., post-offer medical exam, polygraph, background check, driver's license record, etc.). Background driver's license check. Bilingual (English/Spanish) preferred. AICP certification preferred.

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

Knowledge: The art and science of shaping the interaction between: people and places, environment and community form, nature and built fabric and influencing the processes that lead to successful villages, towns and other communities; land use concepts including sustainable development, Smart Growth and New Urbanism; comprehensive and functional area planning; site planning; indigenous and xeriscape landscape design; construction drawings; community and urban design and digital 2D and 3D graphics.

Skill: Intellectual curiosity about the design profession and ability to improve skill set and experiences on a daily basis; Exemplary design skills with ability to clearly and concisely illustrate design intent; Exceptional presentation, hand drawing and computer skills with demonstrated expertise in: a) SketchUp; b) Photoshop; c) AutoCAD; d) In Design; e) MS Office; and f) Prezi. Additional capabilities such as GIS (Arc View), enhanced 3D modeling skills and progress toward LEED Accreditation are a plus. Expertise must be demonstrated in a professional digital portfolio, blog or web page.

Ability: Work with culturally diverse population; communicate effectively both orally and in writing; 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 the Elected Official. Understands, interprets and applies appropriate planning principles and practices, FEMA regulations, county codes and state laws, and the development review process.

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 directions for application to specific cases or problems. The employee analyzes results and recommends changes.

4. PHYSICAL DEMANDS.

While performing the duties of this job, the employee will usually remain sitting, occasionally the employee will work outdoors walking on natural or uneven ground. There may be some walking, standing, bending, and carrying of light items. The employee must have the ability to frequently move or re-position up to ten (10) pounds of materials or objects, occasionally, twenty-five (25) pounds. Specific vision abilities required by this job include close vision and the ability to adjust and focus.

5. WORK ENVIRONMENT.

Performs essential duties 80% indoors under controlled temperature environment and 20% outdoors in fluctuating temperatures and in various weather conditions. Primary work surface indoors is even, carpeted, tiled and/or concrete floor. Outdoors is exposed to wet, dry, greasy and uneven natural ground and asphalt. Exposed to dust and fumes working outdoors. May be exposed to long working hours. The noise level in the work environment is moderate.

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*

