

# Village of Taos Ski Valley

## Job Description

<b>Job Title:</b> Planner 1	<b>Job Code:</b> 210
<b>Division:</b> Administration	<b>Effective Date:</b> 07/13
<b>Department:</b> Administration	<b>Last Revised:</b> 06/13

### GENERAL PURPOSE

Performs a variety of **administrative** duties related to planning and land development activities that impact municipal development and resource allocation processes of the village. Responsible for responding to zoning inquiries, reviewing development plans and applications for zoning code compliance. Responsible for preparing related reports and correspondence to the Planning and Zoning Commission.

### SUPERVISION RECEIVED

Works under the direct guidance and direction of the Community Development Director.

### SUPERVISION EXERCISED

None

### ESSENTIAL FUNCTIONS

#### **Planning & Zoning:**

- Reviews community and land development documents and proposals for adherence to established guidelines, rules and regulations.
- Responds to land use and zoning inquiries, assists customers in maintaining compliance of site development plans with Village codes and ordinances.
- Utilizes knowledge of zoning and subdivision codes, regulations, and policies to assist the public in finding alternative solutions to site development problems.
- Research and draft ordinances for review by staff and the planning and zoning commission.
- Process zoning applications including conditional use permits, special use permits, certificates of compatibility, and variances.
- Performs field development inspections with approved plans.
- Prepares public hearing notices; post signs on sites for public hearings.
- Prepares written staff reports and makes presentations at public meetings.
- Apply the sign regulations ordinance, reviews and approves new and existing signs for conformance with applicable codes.
- Maintains current knowledge of land use and environmental law, site planning and development practices.
- Apply Night Sky Ordinance as it pertains to existing and future development.
- Maintains and updates the Village data base, including maps, plats, easements, and arc view geographic information systems.
- Must be able to read, interpret, apply and explain rules, regulations, policies, and procedures. Read and interpret maps, blueprints, and legal descriptions for proper zoning classifications, setbacks, and height restrictions.

#### **Operations:**

- Assists public works crews in the construction, maintenance and repair of various elements of the village utility service system, including wastewater collection, wastewater treatment, water distribution and street operations.

### MINIMUM QUALIFICATIONS

#### 1. Education and Experience:

A. Graduation from college with a bachelor's degree in urban planning, public policy/administration or a related field acceptable to the Village;

AND

B. Some experience in urban and regional planning and development is desired;

OR

C. An equivalent combination of education and experience.

#### 2. Knowledge, Skills, and Abilities:

**Thorough knowledge** of principles and practices of comprehensive urban planning, economics, sociology and community organization as applied to urban planning; relationships between various factors affecting urban planning policy, such as economic, political, sociological, legal, etc.; zoning laws and comprehensive plans including their formation, process of adoption and enforcement research and statistical analysis and the evaluation of research data; land use, zoning, federal, state, and local laws. **Considerable knowledge** of using hand held GPS surveying equipment and integrating said data into a geographic information system (GIS) data base (ARC VIEW).

**Considerable skill in the art of diplomacy and cooperative problem solving.**

**Ability to interpret laws, ordinances and regulations common to public works operations; keep operating records and prepare reports; to conduct necessary engineering research and compile comprehensive reports; establish and maintain effective working relationships with employees, other agencies and the public. Effectively utilize personal computer, including word processing, spreadsheet, and database; motor vehicle; phone; radio; fax and copy machine.**

3. **Special Qualifications:**

Prefer some post academic experience with ESRI Arc GIS desktop applications and relational database management systems.

Must possess a valid New Mexico Drivers license.

4. **Work Environment:**

Incumbent of the position performs in a typical office setting with appropriate climate controls. Tasks require variety of physical activities, which may require muscular strain, related to walking, standing, stooping, sitting, and reaching. Some outdoor work is required in the inspection of various land use developments, construction sites, or public works facilities. Hand-eye coordination is necessary to operate computers and various pieces of office equipment. Essential functions require talking, hearing and seeing. Must occasionally lift and/or move weights up to 100 pounds or more with assistance. Common eye, hand, finger dexterity exist. Mental application utilizes memory for details, verbal instructions, emotional stability, discriminating thinking and creative problem solving. Periodic travel required in normal course of job performance.

**The job description does not constitute an employment agreement between the Village and employee and is subject to change by the Village as the needs of the Village and requirements of the job change. Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_**

# Village of Taos Ski Valley

## Job Description

<b>Job Title:</b>	Community Development Administrator	<b>Job Code:</b>	200
<b>Division:</b>	Administration	<b>Effective Date:</b>	04/04
<b>Department:</b>	Administration	<b>Last Revised:</b>	06/05

### GENERAL PURPOSE

Performs a variety of **professional, administrative and managerial** duties related to planning, directing, organizing, and controlling the community development, capital improvement, and planning and zoning functions of the village. Oversees the various engineering phases of projects related to coordinating the design, development and construction of village infrastructure and various public works utility projects. Works with contract engineers to maintain project deadlines and assure compliance with construction specifications and standards.

### SUPERVISION RECEIVED

Works under the general guidance and direction of the Village Administrator.

### SUPERVISION EXERCISED

Provides functional supervision to Engineering Contractors engaged to construct or repair various components of the Village public works system. Provides professional engineering guidance to public works support staff on a project-by-project basis. Provides close to general supervision to administrative support staff on a project-by-project basis.

### ESSENTIAL FUNCTIONS

**Planning & Zoning:** Conducts day-to-day village operations for the development, implementation and enforcement of building and zoning regulations and ordinances; initiates studies in planning/zoning issues, development of ordinances, business regulations, review of permits, etc.; meets with public, developers, entrepreneurs, and contractors; discusses planning, zoning, and development issues; issues interpretations of village zoning, planning, building and related ordinances and regulations.

Coordinate, schedule, attend, and conduct meetings of Planning and Zoning Board; conducts public meetings and hearings as needed to solicit public response and apprise of policy and project options; educates the public through media, reports, public meetings and presentations; participates in town-wide fiscal planning processes; administers State and Federal grant programs; identifies sources for alternative funding related to special projects; applies for grants, implements administrative processes as needed to comply with grant conditions; monitors grant compliance to assure effective working relationships with funding agencies.

Develop, organize and facilitate on-going, current and long range comprehensive planning processes and procedures for current and long range needs; coordinates and participates in the development and maintenance of village general plan; identifies alternatives for converting policy ideas into action plans affecting village development, expansion, transportation and related public programs.

Oversees various special function areas related to subdivision development, zoning proposals, land acquisitions, building permits; oversees priority studies related to population, housing, social, economic and transportation.

**Building:** Serves as village Building Inspector in controlling the enforcement and inspection of residential and commercial structures for conformity to established village, county, and state building codes; develops, implements, evaluates and revises policies, practices, priorities, methods and procedures in order to improve uniformity, fairness, accuracy and efficiency of code interpretations and enforcement; develops and recommends changes to ordinances; works closely with village Attorney in insuring compliance with ordinances and laws pertaining to building regulations; coordinates Board of Adjustment proceedings as needed.

Determines and recommends building permit fees following established procedures for building type and size; issues permits for building, plumbing, electrical, water, heating, cooling and other construction phases as required by law; calculates impact fees consistent with village ordinances and regulations; makes determinations and recommendations affecting changes in fee structure.

Conducts pre-project/construction processes; advises architects, engineers, contractors and owners on code and design requirements; may coordinate the preparation of various drafts of project documents and specifications; coordinates review and planning activities with Fire Chief; performs complex and detailed plan checks of major projects; researches and reviews proposed building plans to assure compliance with ordinances, building and safety codes; performs technical and comprehensive inspections of residential or commercial building and construction activities within the village; routinely inspects building excavation, foundation, framing of walls, floors, structural elements, rated assemblies, fire dampers, smoke evacuation systems, air and vapor barriers, handicapped facilities, truss structures, etc.; may also inspect curbs, gutters, backfill, sidewalks, driveways and other site improvements; initiates stop work orders; conducts abatement proceedings on unsafe buildings.

**Construction Management:** Coordinates, manages and monitors a variety of operations, projects and activities related to infrastructure, utility and capital improvement project design and construction; performs management duties related to consultant selection, contracting, design overview, construction administration and project close-out.

Reviews engineering specifications and reports for proposed projects; ensures adherence with established standards and work plans, processes and procedures; coordinates project activities and requirements; prepares change orders; monitors consultant activities and work, ensures timely completion; coordinates project inspections; serves as liaison with state, county, and local jurisdictions; monitors compliance with codes and standards; manages issues related to parking and drainage; conducts engineering field inspections to assure compliance with codes and standards; may perform preliminary survey work to validate sites and project locations.

Attends pre-construction conferences; coordinates involvement of local contractors, special districts, village departments and local utilities as needed to produce the most comprehensive view of planned public works development; inspects construction site to determine conformance of site to design specifications

**Operations:** assists public works crews in the construction, maintenance and repair of various elements of the village utility service system, including wastewater collection, wastewater treatment, water distribution and street operations.

MINIMUM QUALIFICATIONS

1. Education and Experience:

A. Graduation from college with a bachelor's degree construction management, land use planning, urban planning, civil engineering, community development, public administration or related field;

AND

B. Eight (8) years of experience in a comprehensive public works program; experience in the administration and management of materials and personnel necessary for the development and maintenance of public works systems;

OR

C. An equivalent combination of education and experience.

2. Knowledge, Skills, and Abilities:

**Thorough knowledge of** principles and practices of comprehensive urban planning, economics, sociology and community organization as applied to urban planning; relationships between various factors affecting urban planning policy, such as economic, political, sociological, legal, etc.; zoning laws and comprehensive plans including their formation, process of adoption and enforcement research and statistical analysis and the evaluation of research data; land use, zoning, federal, state, and local laws. **Considerable knowledge of** construction methods and materials common to commercial, industrial and residential construction projects; basic engineering standards and codes building, plumbing, electrical, mechanical and energy conservation codes; modern construction methods, practices, materials, tools and equipment; basic drafting techniques, blue prints and related specifications. **Working knowledge of** general civil engineering principles and practices; legal environment associated with public works projects, construction and maintenance; current methods, principles and practices of sewer, road and street construction and maintenance and the collection and delivery of culinary water and waste water; of technical and practical design of public works systems of the use of a variety of types of technical engineering equipment, surveying and drafting tools; political, legal and governmental processes affecting various engineering programs and project management; EPA regulations and various environmental quality laws (Safe Drinking Water Act, etc.), equipment and materials used in construction and maintenance operations; computer aided design (CAD) applications and programs; safety practices and principles involved in public works; current codes, standards, safety practices and principles involved in public works; principles of management and employee supervision.

**Considerable skill** in the art of diplomacy and cooperative problem solving.

**Ability to** interpret laws, ordinances and regulations common to public works operations; keep operating records and prepare reports; to conduct necessary engineering research and compile comprehensive reports; establish and maintain effective working relationships with employees, other agencies and the public. Effectively utilize personal computer, including word processing, spreadsheet, and database; motor vehicle; phone; radio; fax and copy machine.

3. Special Qualifications:

Must possess a valid New Mexico Drivers license. Ability to obtain New Mexico State Certification required by ICBO within 2 years of employment. Registration as an Engineer In Training (EIT) preferred. Preference given for CZO (Certified Zoning Official) certification and AICP (American Institute of Certified Planners).

4. Work Environment:

Incumbent of the position performs in a typical office setting with appropriate climate controls. Tasks require variety of physical activities, which may require muscular strain, related to walking, standing, stooping, sitting, and reaching. Some outdoor work is required in the inspection of various land use developments, construction sites, or public works facilities. Hand-eye coordination is necessary to operate computers and various pieces of office equipment. Essential functions require talking, hearing and seeing. Must occasionally lift weights of 10-50 pounds. Common eye, hand, finger dexterity exist. Mental application utilizes memory for details, verbal instructions, emotional stability, discriminating thinking and creative problem solving. Periodic travel required in normal course of job performance.

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# Village of Taos Ski Valley

## Job Description

<b>Job Title:</b> Planning & Zoning, GIS, and Community Development	<b>Job Code:</b>
<b>Division:</b> Administration	<b>Effective Date:</b>
<b>Department:</b> Planning and Zoning	<b>Last Revised:</b> 2/2018

### GENERAL PURPOSE

Performs a variety of administrative duties related to planning, zoning, and community development activities that impact municipal development and resource allocation processes of the Village. Responsible for current/long-term planning, GIS, project management/coordination, liaison with developers, builders, and engineers, review plats, building plans, zoning issues, permits for conformance with the municipal code/plan, and federal/state regulations. Responsible for preparing related reports and correspondence for the Planning and Zoning Commission and Village Council. Primary support staff to the Planning and Zoning Commission.

### SUPERVISION RECEIVED

Works under the general guidance and direction of the Village Administrator.

### SUPERVISION EXERCISED

None. Works with Building & Construction Director and the Public Works Department on coordinating projects and planning.

### ESSENTIAL FUNCTIONS

**Administrative Functions:** Serves as a member of the executive management team; organizes and oversees departmental administrative functions; prepares and recommends budget and staff requirements of the Community Development Department, coordinates, reviews and reports on current planning applications; assists with the preparation of planning studies, policies and ordinances.

Supervises the processing and review of subdivision projects, commercial and multi-family development applications, site plan review, and similar development project requests for conformity with Village plans, ordinances and policies; coordinates planning projects related to policy development, land use, demographic analysis, housing, transportation, environmental assessments, conducts field inspections on development proposals, land-use issues, surveys, planning studies and other projects.

Prepares complaints for legal action against violators of zoning code and related ordinances; works with Village Administrator and Village Attorney in the prosecution of such violations when necessary.

Provides technical guidance on code issues to the public, Village Council, Village Planning & Zoning Commission; coordinates with various agencies, including, Neighborhood Association(s), New Mexico Non-Profit Organizations, Conservation District, local, state, federal, and tribal and agencies.

Submits staff reports as directed by Village Administrator; attends meetings with Village Council and Village Planning & Zoning Commission when necessary; prepares correspondence, staff reports and inter-office memorandum.

Prepares educational materials for the public; responds to public, official and press inquiries relative to community development planning, zoning, and code enforcement services, activities and issues.

**Planning & Zoning:** Reviews community and land development documents and proposals for adherence to established guidelines, rules and regulations; responds to land use and zoning inquiries, assists customers in maintaining compliance of site development plans with Village codes and ordinances.

Prepares long-range plans for land use and development, including comprehensive plans and site specific or topical master plans; coordinates work of consultants to complete plans, studies, and maps.

Process zoning applications including conditional use permits, special use permits, certificates of compatibility, and variances; performs field development inspections with approved plans; prepares public hearing notices; post signs on sites for public hearings; prepares written staff reports and makes presentations at public meetings.

Apply the sign regulations ordinance, reviews and approves new and existing signs for conformance with applicable codes; maintains current knowledge of land use and environmental law, site planning and development practices; apply Night Sky Ordinance as it pertains to existing and future development.

Maintains and updates the Village data base, including maps, plats, easements, and geographic information systems; gathers data and creates GIS spatial and relational database of various geographic elements; must be able to read, interpret, apply and explain rules, regulations, policies, and procedures; read and interpret maps, blueprints, and legal descriptions for proper zoning classifications, setbacks, and height restrictions.

**Community Development:** Performs professional, administrative and technical duties related to planning, organizing, directing and coordinating Village-wide community development. Assists development agencies in expanding and improving the Village's economic base, including business retention and the building of commercial, industrial and retail sites within the community. Administers the Village's redevelopment programs and initiatives.

Coordinates and monitors, on behalf of the Village, all economic development/redevelopment programs with developers, contractors, property owners and other interested parties.

Oversees and implements the Village's long-term economic development strategic plan; generates and nurtures professional working relationships with private developers, realtors, business leaders, banking and financial leaders, economic development professionals, professional and trade associations, state and local government leaders, the Village of Taos Ski Valley Chamber of Commerce and other community leaders.

**Code Enforcement:** Receives complaints from citizens regarding alleged violations of Village ordinances, codes, and regulations; determines nature of the allegation and appraises callers of possible investigation schedule; monitors community compliance with various ordinances, including nuisances, noise, snow removal, illegal signage, weed infestations, etc.

Advises property owners, builders and contractors as needed to apprise appropriate parties of concerns and potential violations; searches tax records; obtains facts necessary to determine proper course of actions; coordinates and monitors solutions.

Conducts field investigations and property inspections to determine extent of violations; checks for "clear view" on corner lots, verifies business licenses, monitors sign compliance; prepares various investigative reports; initiates legal proceedings where appropriate and coordinates the same with Village legal staff; may administer preliminary sanctions as allowed by ordinance or code.

Conducts regular review of codes, ordinances and regulations; receives legal interpretations as needed to direct enforcement of compliance; makes recommendations related to practical application of codes and ordinances; assists in adapting, modifying or rewriting codes as needed.

Prepares and provides written and oral reports to Village council, boards, committees, and public interest groups as required to explain code enforcement activities and program needs; gives testimony in a court of law as an expert witness.

Performs related duties as required.

#### MINIMUM QUALIFICATIONS

1. Education and Experience:

A. Graduation from college with a bachelor's degree construction management, land use planning, urban planning, civil engineering, community development, public administration or related field;

AND

B. Four (4) years of experience in a comprehensive planning or public works program; experience in the administration and management of materials and personnel necessary for the development and maintenance of public works systems;

OR

C. An equivalent combination of education and experience.

2. Knowledge, Skills, and Abilities:

**Thorough knowledge** of principles and practices of comprehensive urban planning, economics, sociology and community organization as applied to urban planning; relationships between various factors affecting urban planning policy, such as economic, political, sociological, legal, etc.; zoning laws and comprehensive plans including their formation, process of adoption and enforcement research and statistical analysis and the evaluation of research data; land use, zoning, federal, state, and local laws. **Basic knowledge** of using hand held GPS surveying equipment and integrating said data into a geographic information system (GIS) data base; basic drafting techniques, blue prints and related specifications.

**Considerable skill** in the art of diplomacy and cooperative problem solving.

**Ability** to conduct necessary planning and development research and compile comprehensive reports; establish and maintain effective working relationships with employees, other agencies and the public. Effectively utilize personal computer, including word processing, spreadsheet, and database (Microsoft Office); motor vehicle; phone; radio; fax and copy machine.

3. Special Qualifications:

**Preference given for CZO (Certified Zoning Official) certification and AICP (American Institute of Certified Planners), and/or Building Inspector Experience.** Must possess a valid New Mexico Driver's license.

4. Work Environment:

Incumbent of the position performs in a typical office setting with appropriate climate controls. Tasks require variety of physical activities, which may require muscular strain, related to walking, standing, stooping, sitting, and reaching. Some outdoor work is required in the inspection of various land use developments, construction sites, or public works facilities. Hand-eye coordination is necessary to operate computers and various pieces of office equipment. Essential functions require talking, hearing and seeing. Must occasionally lift weights of 10-50 pounds. Common eye, hand, finger dexterity exist. Mental application utilizes memory for details, verbal instructions, emotional stability, discriminating thinking and creative problem solving. Periodic travel required in normal course of job performance.

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**Disclaimer:** The above statements describe the general nature, level, and type of work performed by the incumbent(s) assigned to this classification. They are not intended to be an exhaustive list of all responsibilities, demands, and skills required of personnel so classified. Job descriptions are not intended to and do not imply or create any employment, compensation, or contract rights to any person or persons. Management reserves the right to add, delete, or modify any and/or all provisions of this description at any time as needed without notice. This job description supersedes earlier versions.

I \_\_\_\_\_ have reviewed the above job description. Date: \_\_\_\_\_

Employee