JOB OPENING

CITY OF FARMINGTON

JOB POSITION #149: Associate Planner

NUMBER OF VACANCIES: 1
DEPARTMENT: Community Development/CDBG
WORK LOCATION: Annex
SALARY RANGE: $43,400.00-$66,198.00/annually
PAY CLASS: L
DAYS WORKED: Monday-Friday
HOURS WORKED: 8:00 a.m. – 5:00 p.m.
TYPE OF POSITION: Regular, Full-Time
APPLICATIONS WILL BE RECEIVED: UNTIL FILLED, 1st screening date is 7/21/14

JOB DUTIES

Resumes submitted without a City of Farmington application will not be considered in our job selection process.

ESSENTIAL DUTIES:

Performs a variety of routine and complex administrative, technical and professional work in the Community Development Department related to the development and implementation of adopted land use-related municipal ordinances, plans, and policies. This particular position is also responsible for assisting in the administration of the City's Community Development Block Grant Program (CDBG).

Using excellent customer service skills, establishes and maintains effective working relationships with petitioners, contractors, architects, engineers, HUD (U.S. Department of Housing and Urban Development) representatives, prospective and existing CDBG contractors and sub-recipients, other city employees, officials, and all members of the general public.

Receives the public at the front counter and answers questions; responds to inquiries.

Prepares planning reports, GIS maps, graphics, and supporting data.

Maintains the City's CDBG Program files, records, and databases in accordance with HUD and City standards.

Closely monitors program/project performance with all CDBG contractors and sub-recipients to ensure CDBG Program and HUD goals are being met, City policies and procedures are being followed, and to ensure the timely spending of CDBG funds. Provides compliance training to program contractors and sub-recipients. Reviews invoices from CDBG contractors and subrecipients submitted for payment to the City through the CDBG Program.

Researches, compiles, and prepares a variety of studies, reports, and related information for decision-making purposes, including but not limited to, those associated with CDBG requirements: Consolidated Plans; Action Plans; CAPER; and analysis of impediments to fair housing. Enters information into HUD's IDIS system-Including projects budgets, reports, and accomplishments.

Coordinates CDBG Division activities with other City divisions, departments and outside agencies as needed.

Provides technical and professional advice and recommendations; makes presentations to supervisors, boards, commissions, Mayor and City Council, civic groups and the general public.

Provides information on land use, ordinances, codes, plans and related planning programs, services or regulations to architects, engineers, developers, contractors, owners, community groups and interested persons, as assigned.

Assists in the development and implementation of zoning, subdivision regulations, updates to the comprehensive plan, land use plans, annexation studies, and other plans, studies, and codes to meet the City's needs, as assigned.

Researches planning information and concepts, land uses, and legal issues relating to current and long-range planning matters and policy issues.

Evaluates land use proposals and site plans for conformity to adopted plans and ordinances; evaluates proposals' development impact as they relate to the adopted codes, plans, and policies, as assigned.

Provides staff support to the Planning and Zoning Commission, the Administrative Review Board, the Metropolitan Redevelopment Area Commission, and other boards or commissions, as assigned.

Researches, analyzes and interprets social, economic, population, and land use data and trends.

Assists City staff as needed in the enforcement of local ordinances and in interpreting city land use codes and plans, as assigned.

Develops and maintains databases of information for planning purposes, including for the CDBG Program.

Assists in the coordination and management of planning projects and planning consultant contracts, as assigned.

Operates a motor vehicle to assist in carrying out the business of the department and the City.

Attendance at work, including attending and presenting at day and evening public meetings, is an essential function of this position.

Supervision of this position is to be determined.

NON-ESSENTIAL DUTIES:

Serves as a member of various staff committees as assigned.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

QUALIFICATIONS

This position is subject to the City of Farmington's Drug and Alcohol Free Workplace Program which includes: pre-employment testing, post-accident testing, reasonable suspicion testing, return to duty testing, and follow-up

testing.

Valid New Mexico driver's license or ability to obtain one upon hire, with acceptable driving record for the past three years.

Extensive background checks are required.

Graduation from a master's program in urban planning, city planning, architecture or a closely-related field, and a minimum of three (3) years of progressively responsible professional work experience in city planning or community development. AICP is highly desirable.

Proficient in making presentations and facilitating public meetings.

The incumbent must be proactive and effective in his/her work habits, consistently exhibit sound judgment, and be an energetic self-starter.

Ability to communicate effectively, verbally and in writing; ability to follow written and oral instructions; proficient in time management and organizational skills; ability to establish and maintain effective working relationships with city staff, city officials, other government agencies and the public; ability to uphold ethical standards by maintaining professionalism and objectivity; ability to participate in the compilation, research, analysis and preparation of data, plans, and technical reports.

Proficient in: HUD and CDBG regulations and requirements; municipal financial practices, including procurement law; best practices in public accounting and bookkeeping; working in a fast-paced environment; zoning and subdivision laws; principles of land use planning and development; the development and the implementation of comprehensive plans; Microsoft Office, planning related software and GIS applications; basic statistics and mathematical calculations; and English usage, including proficient use of spelling, grammar, and punctuation.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work is performed mostly in office settings. Some outdoor work is required in the inspection of various land use developments and construction sites. Hand-eye coordination is necessary to operate computers and various pieces of office equipment.

While performing the duties of this job, the employee is occasionally required to stand or sit; walk; use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to climb or balance; stoop, kneel, crouch, or crawl; talk or hear.

The employee must occasionally lift and/or move up to 10 pounds.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee occasionally works in outside weather conditions. The employee is occasionally exposed to wet and/or humid conditions, or airborne particles.

The noise level in the work environment is usually quiet in the office, and moderate in the field.

WE ARE AN EQUAL OPPORTUNITY EMPLOYER, M/F.

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