PLANNING/PERMIT COORDINATOR

SALARY RANGE
$15.80-$23.00

Department: Planning and Zoning
Probation Period: One Year
Classification: Full-time: Non-exempt

Position Summary:
Perform a variety of administrative, technical and professional work in the current and long-range planning and zoning programs of the Village related to the development and implementation of land use and related Village Ordinances, plans and policies.

Supervision Received
Works under the general supervision and reports to the Planning and Zoning Administrator.

Supervision Exercised
None.

Essential Duties and Responsibilities:

Planning:

• Prepares a variety of studies, reports and related information upon direction.
• Communicates official plans, policies, procedures and related ordinances to the general public.
• Assists in the development and implementation of growth, land use, economic development, utility, housing, transportation, park and open space, facilities, solid waste or other plans and ordinances to meet the Village's needs.
• Assists in the evaluation of land use proposals for conformity to established plans and ordinances; evaluates proposals impact as they relate to the adopted plans and ordinances of the Village and makes recommendations for consideration to Administrator.
• Maintains accurate and complete records of department activities relating to licenses, permits, maps, blueprints, overlays and sketches pertinent to planning and development programs and projects.
• Attends Planning and Zoning Commission meetings in the absence of the Administrator, maintains recordings of the meetings and prepares drafts of minutes of meetings.
Permitting:

- Provides general zoning, subdivision, platting and ordinances related information and application forms to applicants and to the general public. Provides guidance in filling out various application, ensuring the applicant understands the process and necessary information and attachments required.

- Processes permit applications by accepting the application, checking for accuracy and completeness, receipting in, calculating fees, routing to appropriate review, monitoring the process for status reports, preparing plans and permits for issuance within the scope of authority and responsibility assigned. Enters data into appropriate software and collects requisite fees.

- Maintains accurate and timely records of the permit process; inputs and compiles a variety of data on permitting activity, such as the number of permits by type, valuation, fees, review time, problem areas, conditions imposed, actions taken, etc.

- Performs research on ordinances as assigned to evaluate and recommend improvements.

- Assists in the resolution of complex and sensitive customer service issues via person to person, by telephone or in writing. Maintains records and documents of customer service issues and resolutions.

Mapping, GIS:

- Coordinates the creation of digital database maps, digitizes existing and new mapping information, updates existing maps to supply data and information for operations, master plans that directly relate to planning and development of the Village.

- In cooperation with planning, fire, and all other Village departments, establish and monitor the addressing system for bother new and existing roads.

- Coordinate and implement re-addressing efforts in compliance with the State of New Mexico’s E-911 project.

- Coordinates efforts with county, other municipalities and state and governmental agencies to create a Village electronic mapping system that is compatible with other agencies resources.

- Responds to complaints of potential code violations relating to signing, building occupancy, nuisances, or other conditions, housing conditions, construction, land use, zoning, animals, noise, dumping, clearing, grading, filling, polluting, or other code related matters.

- Provides information to persons who request information or assistance in code enforcement related matters.

- Ability to become a Certified Floodplain Manager. Identify properties within the flood hazard areas and respond to inquiries from citizens. Enforce federal and local regulations including updating ordinances and mitigation plan as needed. Serve as the community contact for FEMA, MS4, and other outside committees as assigned.

General Office:

- Assist in coordinating office operations within the department, as well as development and maintenance of office forms, procedures and tasks.

- Prepare agendas and supporting materials, take and transcribe minutes, prepare and distribute minutes and reports.

- Answer telephone, log calls and requests and refer to proper personnel.

- Receives, stamps and distributes incoming mail; processes outgoing mail.

- Other duties as assigned.
Peripheral Duties

- Maintains departmental equipment, supplies and facilities.
- Serves as a member of various outside and employee committees.

Required Minimum Qualifications:

- Associate Degree or better in related field plus three (3) years of relevant municipal planning or related areas of work.
- Any equivalent combination of education and experience with additional education substituting on a year for year basis for the required experience.
- Possession of a Driver's License or the ability to obtain by date of hire.

Preferred Minimum Qualifications

- Working knowledge of GIS systems, Arc View 9.0, Address IT or the ability to be trained within 6 months of hire.
- Experience and knowledge of zoning laws and comprehensive plans, including formation, process of adoption and enforcements or the ability to obtain the knowledge within 6 months of hire.
- Ability to communicate effectively orally, in writing, with architects, engineers, surveyors, contractors, developers, owners, supervisors and the general public.
- Knowledge of enforcement principles, practices and methods of application to a Village setting; working knowledge of applicable laws, standards and regulations relating to various land use, nuisance and public safety codes; working knowledge of zoning inspection techniques.
- Working knowledge of computers and electronic data processing, computer literate in Microsoft Office or equivalent; working knowledge of modern office practices and procedures.
- Communicate clearly and concisely with a variety of professionals within the construction industry, to enforce code requirements and resolve non-compliance issues.
- Perform the essential functions of the job with or without reasonable accommodation.

Tools and Equipment Used:

Personal computer, including word processing software, excel; etc. calculator; copy and fax machine; phone; mobile phone; automobile; drafting equipment; measuring instruments.

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

The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, and peripheral vision, 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 frequently works in outside weather conditions. The employee occasionally works near moving mechanical parts; in high, precarious places; and is occasionally exposed to wet and/or humid conditions.

The noise level in the work environment is usually moderate.

Selection Guidelines:

Formal application, rating of education and experience; Oral interview and reference check; Job related tests may be required.

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.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Approval:  

Administrator  

Date:  11/6/18

Approval:  

Mayor  

Date:  11/6/18

Effective Date:  11/5/2018

Revision Date:  September 2018