

Job Description

TITLE: Regional Land Use Planner I/II

CATEGORY: Full Time Professional (Exempt)

SUPERVISOR: The Regional Land Use Planner I/II works under the supervision of the Executive Director.

SALARY RANGE: Salary range \$55,000 to \$75,000, depending on qualifications and experience.

DUTIES AND RESPONSIBILITIES:

ESSENTIAL FUNCTIONS: Employee primarily engages in technical planning support work to advance a variety of local and regional land use initiatives and projects in housing, economic development, and sustainability planning.

Job Responsibilities:

- Interprets and applies applicable local and State bylaws, ordinances, and policies
- Assists with updates to Master Plans, Housing Plans, Economic Development Plans, Open Space and Recreation Plans, and similar local and regional plans
- Develops and helps advance short- and long-range implementation and action plans
- Conducts extensive research in specific or general project areas relative to housing, economic development, land use, and sustainability
- Writes and presents formal and technical reports, working papers, and correspondence
- Develops strategies to promote economic and community development or efficient land use consistent with community goals
- Recommends priorities, schedules, and funding sources to implement plans
- Writes, or assists in writing, a variety of bylaws, ordinances, and policies including zoning codes, subdivision codes, and other land use regulations
- Creates, or assists in developing, literature in clear, concise language for public use such as handbooks, guides, manuals, or presentations
- Assist in the creation of public forums, workshops, and other digital and in-person community engagement events, supporting inclusive and equitable outreach, and synthesizing public input on zoning, housing, or other plans and reports
- Attends evening and weekend meetings
- Interface with the public, and local and state officials relative to technical issues, including as primary representative of agency
- Prepare and deliver presentations to the public, as well as to local, state and federal officials, the business community and advocacy groups
- Maintain effective working relationships with local communities, regional, state and federal agencies, advocacy groups, consultants, the business community and the public

- Participate in or facilitate technical committees, advisory committees, working groups and task forces, as appropriate.
- Maintain current knowledge concerning local, state and federal planning requirements, practices, policies and processes.
- Perform technical research, data collection, and analysis for reports and presentations
- Assist with grant research and application preparation and administration
- May manage project budgets and project teams

Minimum Qualifications:

REQUIRED SKILLS

- Well-developed knowledge of planning principles and practices
- In-depth knowledge of one or more planning specialization, such as land use planning/zoning, environmental planning, housing, or economic development
- Knowledge of housing analysis, economic development, land use, transportation, sustainable development, and other planning techniques and strategies
- Knowledge of principles, methodology, practices of research and data collection
- Strong technical, writing, and oral communication and public presentation skills
- Knowledge of statistical and data analytics
- Knowledge of computer programs and applications, including Microsoft Office Suite, econometric modeling, and database management
- Familiarity with GIS and spatial analysis software programs and applications
- Ability to work on several projects or issues simultaneously
- Ability to work effectively with community groups and government officials, especially local elected and appointed officials
- Group facilitation skills for use with community workshops
- Ability to implement or assist with public participation strategies, work with diverse and hard-to-reach communities, and comply with Title VI of the Civil Rights Act of 1964
- Ability to work independently or in a team environment as needed

EDUCATION AND EXPERIENCE

Candidates must have either a Bachelor's degree in planning, public policy/management, urban design/architecture, business, public administration, or a closely related field and at least 3 years of relevant experience; or a Master's degree in one of the above listed fields plus at least 2 years of relevant experience. A Master's degree and/or significant additional experience is required for the Planner II position.

LICENSES, CERTIFICATIONS, AND EQUIPMENT

- A valid driver's license is required
- AICP certification preferred but not required

Send cover letter and resume to Jennifer Raitt at jraitt@nmcog.org