



## PLANNING AND ZONING COORDINATOR

<b>Department:</b>	Planning and Zoning
<b>Probationary Period</b>	6 months
<b>Pay Range:</b>	\$17.00 per hour – \$19.00 per hour
<b>Hours/week:</b>	40 hrs. per week
<b>Type of Position:</b>	Full-time

<b>Reports to (title):</b>	Planning and Zoning Administrator
<b>Supervises:</b>	NA
<b>Classification:</b>	Non-exempt/Hourly
<b>Effective Date:</b>	March 3, 2025
<b>Revised Date:</b>	March 4, 2025

### PERFORMANCE EXPECTATIONS

In performance of their respective tasks and duties all employees of the City of Lovington are expected to conform to the following:

- Uphold all principles of confidentiality and respect of all colleagues to the fullest extent.
- Adhere to all professional and ethical behavior standards inherent to the Public Sector.
- Interact in an honest, trustworthy and dependable manner with all citizens and employees of the City of Lovington.
- Possess cultural awareness and sensitivity.

### POSITION PURPOSE

This position performs administrative and technical duties, contributes to projects o support the operations of the Planning and Zoning Department. The Planning and Zoning Coordinator contributes with projects, assists with permitting and administrative duties. This position requires public interface and public assistance in the permitting process, site visits, floodplain review and project data input. Record keeping and filling.

### ESSENTIAL DUTIES, FUNCTIONS & RESPONSIBILITIES

- Provides administrative and technical support for the Planning & Zoning Administrator; assists in the development of amendments to ordinances and plans; attends meetings with Zoning Administrator; provides administrative and technical support for tasks related to planning and zoning and code administration functions.
- Provides technical information/assistance to the public, professionals, elected and appointed officials, appointed citizen boards, and other city staff regarding complex zoning classifications and ordinance and plan related information.
- Reviews building permit applications for compliance with ordinance requirements; performs preliminary, and final site inspections for non-residential development for compliance with setbacks, buffers, and screening requirements; reviews foundation surveys for residential and non-residential development for compliance with setbacks; attends Technical Review Committee meetings to review various projects.
- Provides administrative support as Secretary to the Planning and Zoning Commission; attends public meetings; records, dictates, disseminates, and maintains agendas; records, transcribes, and distributes legal notices to the print media; prepares copies of public hearing applications and ordinance and plan amendments.
- Assists Code Enforcement with zoning violation complaints; testifies in court.
- Provides support for administrative and technical tasks related to planning and zoning and code administration functions; assists in training personnel.
- Typically interfaces with elected and appointed officials, co-workers, attorneys, professional engineers, architects, developers, landscape architects, contractors, realtors, and members of the general public.
- Interactions are typically to give or exchange information; resolve problems; provide services.
- Updates department Web site.
- Other related duties as assigned.

## MINIMUM / MANDATORY QUALIFICATIONS

- Experience:
- Office administration experience; data entry experience
  - General accounting experience and/or knowledge with purchase orders
  - Experience with reading and understanding construction and blueprint documents
  - Microsoft Office Programs and other job related computer programs
- Education:
- High School diploma
- Knowledge, Skills, Abilities and Other Qualifications:
- Must possess a valid NM Driver's license and a satisfactory driving record
  - Experience in the operation of modern office equipment.
  - Bilingual skills is not required but is preferred (Spanish/English)
  - Ability to develop and maintain professional public and interpersonal relations.
  - Knowledge of zoning procedures and policies.
  - Knowledge of city ordinances, zoning and other city regulations.
  - Knowledge of computers, Microsoft Office Suite applications and job related software programs.
  - Knowledge of methods and techniques of business correspondence and technical report preparation
  - Must be able to travel, sometimes overnight
  - Ability to work in all outdoor environmental conditions

## WORK ENVIRONMENT

- Work environment: Work is performed in an office setting. Constant exposure to computer screen. Field work is required to visit project sites for inspections. Travel may be required, for training or out of town meetings.
- Physical demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the primary functions of this job. While performing the duties of this job, the employee may be required to frequently stand, walk, sit, bend, twist, talk and hear. There may be prolonged periods of standing, reaching/working from overhead structures and scaffolds, reading instructions, as well as driving or riding in transport vehicles. The employee must occasionally lift and/or move up to 50 pounds, sometimes upstairs and wear protective personal equipment. Specific vision abilities required by this job include reading, distance, field and computer.
- Mental demands: There are a number of deadlines associated with this position. The employee must also multi-task and interact with a wide variety of people on various and, at times, complicated issues.

***Disclaimer: This position description has been designed to indicate the general nature and level of work performance by employees in this position. It is not designed to contain, or be interpreted as, a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to this position. Employees will be asked to perform other duties as needed.***