

CITY OF ELEPHANT BUTTE

JOB DESCRIPTION

Position: **Land Use Administrator**
Status: Full Time, Exempt

General Statement of Duties:

The Land Use Administrator is responsible for coordinating City functions related to land use. This includes administration of the City's zoning ordinances, regulations, licensing, permitting, code enforcement activities and annexations. The position also serves as the primary support staff member for the Planning & Zoning Commission.

Features of the Position:

This position will be 40 hours per week, normally within the hours of 8:00am to 5:00pm. Employee must have exceptional customer service skills. This position requires working directly with the general public, contractors, other governmental entities, and other City Staff.

Organizational Relationship:

Work is performed under the direct supervision of the City Manager and is responsible for supervision of the City Code Enforcement Officer.

Principal Duties and Responsibilities:

- Serves as the zoning permit administrator; Works with the State of New Mexico for building permits within the City limits
- Monitors and ensures compliance with local, state and federal laws
- May attend evening and weekend meetings
- Serves as the primary support staff member for the Planning & Zoning Commission
- Supervises and evaluates the City Code Enforcement Officer
- Determines appropriate enforcement actions, instructs Code Enforcement Officer to issue warnings or citations as needed
- May be required to prosecute and give testimony in municipal and district court if cases go to trial
- Serves as the City's floodplain manager
- Assists with updating the City Comprehensive Plan
- Prepares and maintains associated paperwork and reports for the City Manager
- Performs other duties as needed or assigned by the City Manager

The above information on this job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to

contain or be interpreted as a comprehensive inventory of all duties and responsibilities required of all employees assigned to this job.

Minimum Qualifications:

- Thorough knowledge of local government operations, policies and development procedures
- Knowledge of pertinent federal, state and local laws, codes and regulations
- Knowledge of local government procedures and practices
- Must be innovative, detail-oriented, experienced in highly visible and controversial projects with excellent customer service skills
- Strong interpersonal skills to develop good working relationships at various levels and to resolve complaints
- Strong analytical skills to interpret research data for reports
- Reading comprehension to understand technical and legal materials
- Ability to work on several projects or issues simultaneously
- Ability to provide effective supervision
- Ability to manage projects effectively and meet deadlines

Experience and Training:

A Bachelor's degree in City and Regional Planning, Urban Planning, Public Administration or a related field is preferred, but not required. Experience in a municipal setting or working with municipalities preferred. Knowledge of development processes, ordinances, subdivisions and site plan design principles. Ability to work in a fast-paced environment and be detail oriented. Valid driver's license required.

Physical Demand of the Position:

While performing the duties of this position, the employee will be working mainly indoors with some outdoors to inspect or verify filed information. The employee may be subject to complaints that could involve disgruntled citizens. The employee is required to communicate both orally and in writing. Employee must be able to reach and manipulate objects, tools or controls, drive, type, and lift (no more than 20 pounds).

Pre-employment Requirements:

Must be able to pass a drug screen
Education, experience and references will be verified

Additional Requirements: Employee will be subject to a six (6) month probationary employment period.

Compensation Type: Salary/paid every two weeks

Exemption Status:

Exempt

Benefits:

Participation in the New Mexico Public Employee Retirement Association is required. City offers a partial paid insurance program. The City offers additional participation in a 457 governmental retirement plan.