

COUNTY OF LINCOLN Job Description Form

Division/Department: Planning

Job Title: Director of Planning and Project Management

Reports to: County Manager

Level/Grade: 28

28 1P (\$20.1293/hrly) 6 mon.

probation

28 A (\$21.1360) after probation

Type of position:

Full-time

Part-time

Temporary/Seasonal

Grant/Contract

Hours 40/Week

Classified

Unclassified

General Description:

The employee is responsible for Project Management, including overseeing and monitoring construction and maintenance projects on County property. The employee analyzes the need for construction and building maintenance projects, develops cost estimates and makes recommendations to County Manager. Employee maintains oversight of current planning, zoning, and subdivision site reviews, County code enforcement, County utilities, grant writing, grant compliance reporting and other functions as needed. The employee administers/enforces, implements, or oversees the county floodplain ordinance; generally oversees the issuance of applicable permits in the County; determines and recommends levels of departmental staff and equipment needed to effectively provide services to the County. The employee prepares and monitors the Planning department's annual budget, and supervises other employees and performs other duties as assigned.

Education/Work Experience/Certification/Training Requirements/Abilities/Skills:

- College degree preferred. High school diploma or GED certification required.
- Project Management experience or education preferred;
- Work Experience Preferred: Two years' experience in a planning position in a New Mexico local government entity or four years New Mexico local government (any position); experience in planning, platting subdivisions and knowledge of surveying principles; must have knowledge of legal processes for land splits; or knowledge of building heating and cooling systems, plumbing and electrical requirements that enable quality control over contractors.
- Valid New Mexico State Driver's License. Must have a good driving record to be insurable.
- Working knowledge of personal computer systems and relative software;
- Provide coordination of and field work for building construction and maintenance projects; planning and zoning activities; coordinates rural addressing, grant writing and grant compliance activities and other special projects as assigned.
- Must interact with the public and staff in a pleasant manner.

Work Conditions/Description of Tools, Equipment, and Materials and/or Products Handled:

- Office and Field environment. Normally works 8-5 Monday-Friday. May be required to attend out of town training and seminars.
- Telephone, calculator, personal computer terminal/keyboard and printer, and other related office machines.
- Potential work hazards include frequent driving of county vehicle, and climbing and descending staircases, and an occasional ladder.

Comments on Physical Requirements: Maintain physical condition appropriate to the performance of assigned duties and responsibilities which may include the following: sitting and standing for prolonged periods of time; light to moderate lifting (up to 50 pounds); reaching, stooping, crawling, pulling, pushing, and manual dexterity; and operating assigned office equipment.

Approved by: Ira Pearson

Date Posted:

Date Hired:

Employee Declaration:

I have read the above job description. I understand the demands and expectations of the position described and to the best of my knowledge, believe I can perform these duties.

Name:

Date: