

**COUNTY OF LINCOLN
Job Description Form**

Division/ Department: Public Works

Job Title: Planning Technician/Ordinance Administrator

Report to: Public Works Director

Level/ Grade:22

Probation Rate \$16.8579

After 6 months' probation\$17.7009

Type of Position:

- Full-time
- Part-time
- Temporary/ Seasonal
- Emergency Hire
- Grant/ Contract

Hours 40 / Week

- Exempt
- Non-exempt

General Description:

Ordinance Administrator-Seeks compliance with various ordinances/ statutes/ regulations; issues permits and warnings, inspects platted plans and documents for compliance with appropriate regulations, provides investigation of activities which are in violation; prepares and make oral and regulations; issue County liquor licenses and special permits to dispense liquor off-site in the unincorporated areas of the county; performs special projects as assigned; and other duties as assigned.

Grant Writer-Researches, develops and submits grant applications to federal, state, and private sources to support County projects and programs, and assists County departments with planning, record keeping, and reports.

Working with County Departments regarding grant opportunities, and conducting the research and actually writing and submitting the grant applications; and tracks and submits mandatory reporting for all grants; including those obtained through State Capital Outlay.

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

- High School Diploma or GED certification. Ideal candidate may have two years undergraduate course work from an accredited college or university; one-year experience with the public in enforcement, inspections, investigation or public relations work; or six months of experience enforcing codes and ordinances relating to planning, zoning, and building; and two years of experience in grant writing, financial assistance, and training may be applied.
- Familiarity with the regulations pertaining to the Lincoln County Alarm Systems, Unacceptable Waste, Outdoor Advertising, Lincoln Historic Preservation, and other county ordinances.
- Work Experience Preferred. Six months of experience enforcing codes and ordinances relating to planning, zoning, and building; and two years of experience in grant writing; training may be applied.
- Valid New Mexico State Driver's License. Must have a good driving record to be insurable for liability purposes.
- Must have working knowledge of personal computer systems and relative software; provide coordination of and field work.
- Must interact with the public and staff in a pleasant manner.

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

- Office environment. Normally works 8-5 Monday- Friday. May be required to attend out of town training and seminars.
- Position involves competing demands, performing multiple tasks, working to deadlines, occasional work beyond normal business hours, and responding to customer issues.
- Telephone, calculator, personal computer terminal, keyboard and printer, photocopy, telefax machine, and other related office machines.
- Potential work hazards include frequent driving of county vehicle,-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: Public Works Director

Date Posted: July 1, 2022

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: _____