



# THE CITY OF SANTA FE

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## Planner Manager

**FLSA Status:** *Exempt*

**Union Status:** *Non Union*

**Salary Range:** 20 (\$31,830 - \$47,745)

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### General Definition of Work

Performs a variety of supervisory, managerial and professional duties in planning, organizing, directing and coordinating project development involving technical and complex work in physical, economic, social and/or planning in a specialized area. Performs as a project or planning team leader.

### Supervision Received

Works under the general direction of an assigned supervisor.

### Supervision Exercised

Provides close to general supervision to Senior Planner(s), Planner(s), Planning Technician(s) and/or clerical support.

### Qualification Requirements

*To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. A position may not include all of the duties listed and the listed examples are not an exhaustive list of the duties that may be found in a position of this class.*

### Essential Functions

- Assures quality planning processes and monitors project schedules to ensure timely completion.
- Prepares and delivers staff reports to appointed boards, commissions, and Governing Body.
- Performs and manages major professional and technical planning projects utilizing advanced techniques in gathering, analyzing and presenting data.
- Participates in the development and presentation for changes or additions in legislation and governing statutes.
- Develops work programs and manages work on planning projects, staff and various committees and/or commissions; develops short range plans for planning documents, ordinances or codes.
- Compiles statistical and historical data to comprehensive planning, urban design and cultural resource management.
- Develops programs and regulations to implement planning objectives and coordinates implementation of programs and regulations; directs personnel engaged in research analysis.
- Schedules and conducts meetings with advisory boards and elected officials to discuss and make recommendations for creation or modification of plans and ordinances and for implementation of development review activities.
- Provides technical assistance to city staff, other governmental agencies and the public regarding plans and land development regulations of the City.
- Participates in various planning committees, advisory committees and boards; develops and presents material related to community needs, goals and services.
- Performs field inspections to gather data relevant to the development review process and/or to verify that development projects comply with approved plans.
- Position may involve specialized knowledge of one or more areas of planning practice such as urban design, landscaping, historic preservation, neighborhood planning, terrain and storm water management.
- Coordinates work of other departments and agencies on interdisciplinary projects and programs.
- Reviews, develops, and/or modifies work plans, methods, and procedures, determines work priorities, develops work schedules to provide adequate staff coverage, and approves leave and timesheets. Provides work instruction, assists

employees with difficult and/or unusual assignments, and encourages innovation. Assigns and distributes work, reviews work for accuracy and completeness, and returns assignments with recommendations for proper completion.

- Conducts hiring interviews and selects candidate(s) for job opening(s).
- Resolves problems, mediates conflicts encountered during daily operations, determines appropriate solutions, and promotes teamwork. Encourages regular communication and informs staff of relevant business issues and their impact on the organization.
- Develops goals, documents performance, provides performance feedback and formally evaluates the work of the employee; provides reward and recognition for proper and efficient performance. Assists staff to achieve performance standards and identifies opportunities for continual improvement to performance standards.
- Ensures quality, effectiveness, and efficiency of unit activities and safety measures.
- Documents causes for disciplinary action, initiates letters of reprimand, and makes formal recommendations for disciplinary action. Responds to formal and informal employee grievances and prepares written responses.
- Develops and manages the budget for the work function(s) and allocates funds within the budget to accomplish objectives. Ensures procurement, contractual, and financial activities are compliant with the City's finance, accounting, and procurement policies and procedures.

#### **Additional essential functions for assignment in Permit and Development Review:**

- Reviews proposed annexation and rezoning within the city, under reference to annexation, rezoning applications, subdivisions, development plans and similar application and review of proposed rezoning in the extraterritorial area for compliance with plans and codes.
- Provides technical assistance to applicants and general public regarding annexation and rezoning procedures and standards.
- Maintains annexation and zoning case records and related data.
- Attends staff meeting and participates in processing zoning code changes and permit review functions; reviews permit applications for zoning compliance and makes recommendations for problem resolution.
- Represents the city staff in public hearings and private negotiations regarding implementation of policies and regulations.
- Formulates department recommendations to commissions and committees on development review cases.

#### **Knowledge, Skills, and Abilities**

- Knowledge of planning in specialized area of research methods, data analysis, report writing, urban design, cultural resources management and development review principles.
- Knowledge of the culture and history of Santa Fe.
- Skill in effective communication and interpersonal relations with department heads, other employees, public officials, federal, state and local agencies, developers, neighborhood associations, and the general public; team building and conflict resolution; providing planning project development and management involving technical and complex work in planning.
- Ability to manage large and complex projects, and multidisciplinary project teams; to apply planning principles to create plans and procedures to implement those plans.
- Ability to work with others in the preparation of oral and written reports; to effectively present observations and recommendations.
- Ability to meet rigid time-lines.

#### **Additional Skills/Knowledge for Assignment to Historic Preservation:**

- Extensive knowledge of principles and practices of historic design review, preservation of historic structures and/or archaeological review; and knowledge of Federal, State land local regulations pertaining historic preservation.
- Ability to carry out archival and field research regarding historic structures.

## **Education Requirement**

Graduation from college with a Bachelor's Degree in urban planning, archeology, historic preservation, public administration, architecture, engineering, landscape architecture or other related field.

## **Experience Requirement**

Four (4) years of progressively responsible professional experience in planning performing the above or related duties in the public or private sector.

## **Education and Experience Equivalency**

One (1) year of the appropriate type and level of experience may be substituted for each required year of post-high school education. Additional appropriate education may be substituted for the minimum experience requirements.

## **Licensure and Certifications**

- Must possess a valid driver's license.

## **Special Requirements**

- Must obtain a City of Santa Fe driving permit within three (3) months of hire.

## **Physical Requirements**

- Good hearing and visual acuity.
- Sitting for long periods of time.

## **Working Environment**

- Work is generally performed in an office setting with occasional travel to perform field investigations.
- May be required to work irregular hours and attendance at evening meetings is required.
- Some close exposure to Visual/Video Display Terminal (VDT) and Cathode Ray Tube (CRT).
- Weekend work may be required.

## **EEO/ADA Compliance**

The City of Santa Fe is an Equal Opportunity Employer. In compliance with the American's with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective employees and incumbents to discuss potential accommodations with the employer.

## **Veterans' Hiring Initiative**

Pursuant to City of Santa Fe Resolution No. 2013-079, the City of Santa Fe Human Resources Department has implemented a Veterans' Hiring Initiative policy in order to provide opportunities for veterans who meet or exceed the minimum qualifications for city employment to obtain City employment. The Governing Body does not guarantee that a veteran shall be hired for the position being applied for, only that the veteran will be given an interview; and, it does not intend to supersede or modify any collective bargaining agreement that is currently in place with the City of Santa Fe.

Job applicants who are veterans with an honorable discharge from the military or are members of the National Guard or Reserve who have successfully completed basic training, must use the Veterans' Certification Form to identify themselves and then must attach a copy of their DD214 or DD215 and/or their proof of current Active, Guard or Reserve enlistment in order to certify their status for the position in which applying for.

**Applications must be submitted online at: <https://santafenm.munisselfservice.com/employmentopportunities/>**

Resumes will not be accepted in lieu of the city application form, unless the position status is at-will. When required of the position, high school diploma/GED, college degree(s), certification(s), or license(s) must be attached at the time of submission of the application. Each applicant is considered only for the current vacancy indicated on the application submitted. It is the responsibility of the applicant to monitor any future openings and to submit a separate application for each position. Incomplete applications will not be considered. Applications become public record upon receipt and may be made available for public inspection upon request. Pre-placement physical exams, and drug and alcohol screenings are required for some positions.

This job announcement is not intended to be inclusive of all functions, responsibilities and qualifications associated with the position, however, representative of the essential job functions and typical criteria considered necessary to successfully perform the position. This position description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the position change.