



San Miguel County

Human Resource Office

Eileen Sedillo, Director

Chairman: Harold Garcia, District 1 | Vice-Chair: Martin Sena, District 4
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County Manager: Joy Ansley | Deputy County Manager: Jesus M. Romero

SAN MIGUEL COUNTY EMPLOYMENT OPPORTUNITY

San Miguel County is accepting applications for the position of **Land Use Compliance Specialist** with the San Miguel County Planning & Zoning Division. Under the supervision and with collaboration of the Planning and Zoning director, this individual performs technical work to achieve compliance with San Miguel County ordinances and State Laws for land use, development, planning, and zoning and permitting processes. This position requires collaboration and communication with constituents and a variety of state and local entities to ensure completion of all assignments.

SALARY RANGE 28: \$34,437.00-\$38,741.74

DEADLINE: February 2, 2024

Applications and detailed job description are available at the San Miguel County Human Resource Office located at 500 West National, Suite 202. You may also obtain an application and a job description on the San Miguel County's website at www.co.sanmiguel.nm.us.

San Miguel County is an Equal Opportunity Affirmative Action Employer. The County reserves the right to reject any and all applications.


Joy Ansley, County Manager

1.24.24
Date


Eileen Sedillo, Human Resource Director

1.22.2024
Date

Published: _____, 2024



San Miguel County
PLANNING & ZONING
LAND USE COMPLIANCE SPECIALIST
JOB DESCRIPTION

STATUS: Full Time position
FLSA: Non-Exempt

Position Summary:

Under the supervision and with collaboration of the Planning and Zoning director, this individual performs technical work to achieve compliance with San Miguel County ordinances and State Laws for land use, development, planning, and zoning and permitting processes. This position requires collaboration and communication with constituents and a variety of state and local entities to ensure completion of all assignments.

Essential Duties and Responsibilities:

- Responsible to ensure the compliance of applicable County development, zoning and permitting processes and standards in regard to zoning and development codes, ordinances, policies and procedures;
- Ability to understand County Planning & Zoning Ordinances and be able to explain and answer questions regarding such ordinances to the general public;
- Conducts and completes a variety of research activities as assigned such as research of property survey plats, warranty deeds or maps to include obtaining copies of such property plats or maps; research and obtain parcel tax code information on properties within San Miguel County;
- Assist director with preliminary review of land split surveys;
- Processes zoning development permits, letters of compliance, home occupation permits, family cemetery permits, demolition permits, temporary use permits, co-location of wireless telecommunication facilities/cell towers, road petition form and other documents as needed;
- Assist Director in planning processes , not limited to updating ordinances, office documents, standard operating procedures, conditional use permits;
- Identify appropriate property owners for the purpose of issuing notices of public hearing as concerns applications for conditional use permits, subdivisions and road viewings and any other public hearings as needed; prepare, post and distribute public notices in regard to public hearings as concerns applications for conditional use permits, subdivisions and road viewings;
- May be required to perform a variety of enforcement duties, including but not limited to investigation of complaints to determine violation or compliance of such ordinances.
- May be required to attend Planning and Zoning Commission meetings and present applications or information in regard to applications as needed;

- May be required to attend Board of County Commission meetings, County supervisor meetings, and various County committee meetings as assigned. Attendance at evening meetings may be required on occasion;
- Will be required to attend scheduled county trainings, attend training for certification in flood plain management, certification as zoning official, management and any other training as assigned. Travel may be required.

Qualifications:

- Two (2) years of related experience in community development, land use, or field directly related to assignment;
- Bachelor's Degree in related field preferred;
- Must be willing to obtain necessary certifications to perform the duties and requirements of this position;
- On-job training will be provided.

Knowledge, Skills and Abilities:

- Experience and strong understanding of basic land use principals.
- Must be willing to learn new tasks and be adaptable to changes in the workplace;
- Handle stress effectively without it interfering with performance and ability to multitask;
- Ability to accept guidance and follow direction;
- Work both independently and cooperatively with County staff to complete assigned tasks within set time schedules;
- Organize, set priorities, and exercise sound independent judgment;
- Communicate clearly, professionally and effectively, both orally and in writing;
- Maintain strict confidentiality of privileged information;
- Experience with creating and maintaining Excel spreadsheets, databases, and utilizing other software to create documents; must be willing to learn any other equipment/software needed to adequately and properly perform duties required.

Working Conditions:

Work is performed in an office setting approximately fifty percent (50%) of the time. Field work will include driving a County vehicle, personal contact with the general public and posting public notices and code enforcement approximately fifty percent (50%) of the time.

Physical Requirements:

Mobility Factors Climb 10%, Bends 5%,
 Primary Work Positions: Sit 80%, Stand 20%

Position specifications are intended to present a descriptive list of the range of duties performed by employees in the position. Specifications are not intended to reflect all duties performed within the job.

JOB DESCRIPTION APPROVED BY THE BOARD OF SAN MIGUEL COUNTY COMMISSIONERS:

January 9, 2024



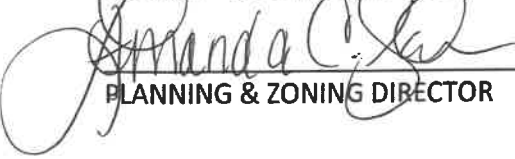
COUNTY MANAGER

1-11-24
DATE



HUMAN RESOURCE DIRECTOR

1-10-2024
DATE



PLANNING & ZONING DIRECTOR

1-11-2024
DATE

EMPLOYEE

DATE