



# San Miguel County

Human Resource Office

**Eileen Sedillo, Director**

Chairman: Harold Garcia, District 1 | Vice-Chair: Martin Sena, District 4  
Max Trujillo, District 3 | Kenneth Medina, District 5 | Bernadette Baca, District 2  
County Manager: Joy Ansley | Deputy County Manager: Jesus M. Romero

## SAN MIGUEL COUNTY EMPLOYMENT OPPORTUNITY

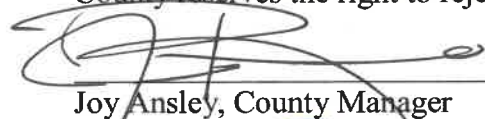
San Miguel County is accepting applications for ***Planning & Zoning Director***. This position involves the performance of work related planning and zoning responsibilities to include, but not limited to planning development of the County, development of codes and ordinances to support development plans of the County, enforcement of codes and ordinances for compliance by developers and community development as applicable, planning and zoning to ensure proper development, vendor licensing, land use and administration, and economic development efforts of the County. This position involves the coordinating of meetings and facilitating of efforts through boards, commissions and other assigned bodies. This position requires fiscal management and oversight of the division's operating budgets and the supervision and training of subordinates. This position is an exempt position and performs in conjunction with and under the supervision of the County Manager.

**SALARY RANGE 49:** \$57,000.00 - \$72,300.00

**DEADLINE:** *January 24, 2025*

Applications and a detailed job description are available at the San Miguel County Human Resource Office located at 500 West National, Suite 202. You may also obtain these on the San Miguel County's website at [www.co.sanmiguel.nm.us](http://www.co.sanmiguel.nm.us). A complete application will consist of a resume, college transcripts and a County application.

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

  
Joy Ansley, County Manager

*1/6/25*  
Date

  
Eileen Sedillo, Human Resource Director

*1-6-2025*  
Date

Published: \_\_\_\_\_, 2025

**SAN MIGUEL COUNTY  
PLANNING AND ZONING SUPERVISOR  
JOB DESCRIPTION**

**RANGE I**

**Salary:** \$37,000.00- \$70,000.00  
**Status:** Exempt Position  
**FLSA:** Exempt

**DEFINITION**

This position involves the supervision of subordinates and performance of work related planning and zoning responsibilities to include, but not limited to planning development of the County, development of codes and ordinances to support development plans of the County, code and ordinance enforcement of codes for compliance by developers and all community development as applicable, planning and zoning to ensure proper development, vendor licensing, land use and administration, and economic development efforts of the County. This position involves the coordinating of meetings and facilitating of efforts through boards, commissions and other assigned bodies. The position involves fiscal management and oversight of Division operating budget. Participation with the County management team is a critical aspect of the position. Must attend various management meetings while ensuring compliance with policies, regulations, directives, schedules and objectives. Must have knowledge of or be able to learn applicable land use codes and regulations, ordinances, policies, and be able to apply and implement such knowledge to future planning efforts of the County.

**GENERAL**

The Planning and Zoning Supervisor is an administrative Division Supervisor position responsible for performance of tasks related to community planning, community development and compliance with development zoning, nuisances, and ordinances, rules and regulations. The Supervisor works to ensure performance of subordinates consistent with County policy and in concert with the responsibilities of the Division while ensuring compliance, performance evaluations, and presentation of information for decision making process. The position is an exempt position and performs in conjunction with and under the supervision of the County Manager.

**DESCRIPTION OF WORK PERFORMED**

Directs, supervises and evaluates subordinates or co-workers assigned to work within the Planning and Zoning Division.

Develops, reviews and monitors fiscal budgets necessary and approved within the Planning and Zoning Division.

Provides leadership for subordinates to perform courteously, professionally and productively in the areas of responsibility assigned and of objectives of tasks assigned or of requests made by the general public.

Develops, amends, reviews and recommends to County Manager, County Attorney and County Commission planning documents, development and compliance policies, procedures, ordinance and laws necessary to ensure development and use of property within the County consistent with all laws, rules, regulations and ordinances in the best interest of the County on matters related to areas of responsibility within the Planning and Zoning Division.

Develops methods or sets schedules to inform County Manager of items pending on issues related to tasks or requests of the Division.

Advertises, evaluates and recommends to County Manager qualified applicants for vacant position(s) within the Division.

Meets with, responds to, and works with various persons, groups, boards or commissions on various County planning initiatives for input, concurrence or objections on issues. Ensures record keeping of all such meetings and decisions and reports the same to County Manager and County Commission when and where appropriate.

Develops and presents various draft agreements, policies, procedures, ordinances or laws for review by County Manager, County Attorney, various boards, committees and County Commission. Attends all regular County Commission meetings, submits monthly documented Division reports to Commission at regularly scheduled Commission meetings. Works on special assignments assigned by County Manager when such projects are related to Planning and Zoning or related to County work and interest.

Travels throughout County, State or Country for purposes of training, education or work related meetings to obtain training in planning and relevant responsibilities. May be required to drive or fly to determined destinations.

Presents, performs, discusses and testifies on issues as a representative of the County and on County matters when assigned by County Manager.

Conducts public presentations, serves on various committees at organization meetings, community meetings and public hearings, and before governmental bodies and in legal processes, provides community outreach and services.

Performs work and responsibilities assigned through the use of state-of-the-art equipment provided by the County (ie., work stations, main frames, software and other similar office equipment).

### **EDUCATION REQUIREMENTS**

Possess High School Diploma or GED equivalent, College Degree or Post-Secondary Education in related field, vocational educational or training in related field. Must possess a minimum of five (5) years of experience in dealing with planning and zoning issues, familiarity with State and local laws related to land use within the State of New Mexico. Preferred minimum of three (3) years supervisory experience, fiscal management, personnel supervision, public planning, land use, zoning or similar capacity.

### **KNOWLEDGE, SKILLS OR REQUIREMENTS**

Must possess a valid New Mexico driver's license.

Knowledge in the principles of land use planning, State statutes, county codes and ordinances pertaining to zoning, land use and subdivisions. Must have excellent reading and writing skills and basic arithmetic. Must be able to work with a culturally diverse population, communicate effectively, establish and maintain effective and cooperative working relationships, be able to work independently, and use considerable judgment in various situations and take appropriate action and be able to recognize when it is necessary to refer to management.

Must possess versatility, flexibility and a willingness to work with constantly changing priorities on simple as well as complex projects with general direction and minimal guidance. Must have the ability to adapt to a variety of situations and people at all levels while maintaining professionalism at all times.

### **WORKING CONDITIONS**

Work is performed in an office setting. Travel may be required.

### **PHYSICAL REQUIREMENTS**

Mobility Factors: Walk 30%, Sit 35%

Primary Work Position: Sit 35%, Stand 25%, Kneel 5%, Squat 5%

### **SPECIFIC MOVEMENTS**

Trunk: Bends occasionally, stand, sitting and squatting.


Arms: Reaches 2-4 feet, lifts from floor to waist a maximum of 60 lbs.

Legs: Bends, walks, kneels, squats often.


Hands: Gross Dexterity, occasionally grasps, manipulates frequently. Bilateral coordination; continuous eye/hand coordination.

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

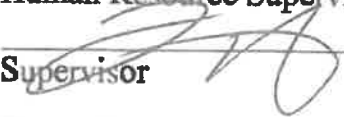
ON May 27, 2014

  
County Manager

5/27/14  
Date

  
Human Resource Supervisor

5/31/16  
Date

  
Supervisor

5/31/16  
Date

Employee

Date