Human Resources
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Planner

JOB CODE	JOB FAMILY	PROFILE
JCP246	**Planning, Development & Protection**	**Planner**
PAY TYPE	**PAY RANGE**	**REVISION DATE**
Salary	**$54,018.00 - $85,363.00**	**August 25, 2026**

The Planner assists with and performs various planning duties, including short and long range planning, and helps implement County adopted land use plans and programs.

Job Description

DUTIES AND RESPONSIBILITIES

- Conducts research for planning cases, land use plans, and projects, and provides staff support to Senior Planners.
- Researches, compiles, and analyzes data on economic, social, and physical factors affecting land use. Writes specialized reports and correspondence pertaining to land use.
- Analyzes and evaluates department land use policies in the assigned planning area; prepares documents pertaining to program policy or procedure revisions.
- Revises and recommends changes to comprehensive and area plans and assists in the implementation of such plans.
- Acts as the department representative on various planning and land development initiatives and other planning projects as needed.
- Participates in the decision-making process for planning and task force committees; assists in the coordination of activities with other departments and agencies as needed.

- Compiles and maintains information pertaining to land use cases, special projects, and legislative amendments.
- Conducts community outreach with various civic, business, and governmental groups, as well as the public, to explain Bernalillo County policies, plans, and procedures related to assigned areas of responsibility.
- Advises various groups on planning and policy proposals and actions, and recommends specific courses of action.
- Assists with creating and maintaining records for land use and special use permit enforcement actions.
- Researches and drafts staff reports for zone change and special use permit requests and presents them to the County Planning Commission for approval.
- Provides customer service for land use and zoning inquiries in person and by phone.
- Assists the public with completing applications for zoning processes, including building permits, conditional use permits, variances, and amendments to Special Use Permits.
- Assists with the County Case Review Committee, including research and record-keeping for prospective County land use cases.
- Assists with County Development Review Authority functions, including research for subdivisions and street name changes.
- Compiles data and drafts maps for planning efforts, including staff reports and plans.
- Incumbents in this classification may handle sensitive and/or confidential records, plans, documents, or decisions, and must maintain the confidentiality of sensitive information.
- *The above information on this job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties and responsibilities required of all employees assigned to this job.

MINIMUM QUALIFICATIONS

- Bachelor's degree in Planning, Public Administration, or a related academic field.
- Two (2) years of experience in a professional capacity involving zoning ordinances and land use regulation, including one (1) year working in a project management capacity.

*Any equivalent combination or related education and/or experience may be considered for the above requirements.

SUPPLEMENTAL INFORMATION

SCREENING AND COMPLIANCE

The offer of this Bernalillo County position requires compliance with the following:

- Successful completion of a post-offer employment medical examination and background investigation.
- Adherence to all County safety guidelines.

- Complete all FEMA training(s) assigned to this position.
- Possession of a valid New Mexico driver’s license by the date of hire and maintenance of a valid license while employed in this position.
- Complete required supervisor training, if applicable.
- Conduct after-hours on-call phone duties as assigned.

WORKING CONDITIONS

- Essential job duties are performed indoors in a climate-controlled environment, but the duties of the job may require occasional work outdoors in varying weather conditions.
- Primary work surface is even, dry, carpeted, or tiled floor.
- Works alone primarily, with or without directions. Works with a group at times, and with a select team at times.

EQUIPMENT, TOOLS, AND MATERIALS

- Telephone, typewriter, calculator, computer, fax machine, and copy machine are used in the performance of essential job duties.
- Various forms of paperwork and money are handled in the performance of essential job duties.

Additional Description

This job profile is classified as safety-sensitive. Employees with safety-sensitive job profiles are subject to pre-employment, reasonable suspicion, post-accident, return-to-duty, and random drug & alcohol testing in accordance with the organization’s Drug and Alcohol Testing Policy.

Duties that require a Commercial Driver’s License (CDL), firearm(s) use, or are otherwise regulated under the Federal Aviation Administration (FAA), Federal Motor Carrier Safety Administration (FMCSA), or the Omnibus Transportation Employee Testing Act, are subject to all applicable federal drug and alcohol testing requirements. Employees in these federally regulated positions must comply with all DOT testing procedures, including enrollment in a DOT-compliant random testing pool.