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Planner Lead

JOB CODE	JOB FAMILY	PROFILE
JCP428	**Planning, Development & Protection**	**Planner Lead**
PAY TYPE	**PAY RANGE**	**REVISION DATE**
Salary	**$69,451.00 - $109,720.00**	**November 6, 2026**

The Planner Lead performs duties associated with the implementation and administration of County Land Use Programs. Acts as Lead Planner or interdepartmental liaison for various planning duties to include short- and long-range planning, and implementation of County adopted plans, Ordinances, and programs, including complex land use and zoning projects of large scale and impact. Assists with coordination of specific areas of concentration to include one or more of the following: advanced planning and land use functions; Capital Improvements Program and Six Year Plan, the County's Impact Fee Program and Subdivision, and Parks, Recreation and Open Space functions.

Job Description

DUTIES AND RESPONSIBILITIES

FUNCTIONAL AREAS

PARKS, RECREATION & OPEN SPACE (PROS)

- Leads development and updates to the County Parks, Recreation and Open Space Master Plan and related system-wide plans to guide long-range planning and investment priorities.
- Conducts needs assessments, demographic analysis, service-level evaluations, and gap analyses to inform parks, recreation, trail, and open space planning efforts.
- Leads PROS-related Capital Improvement Program (CIP) planning, including project identification, prioritization, and alignment with County funding cycles.

- Develops multi-year capital planning strategies for park development, renovation, trail expansion, and facility upgrades, and tracks implementation of adopted capital projects.
- Prepares staff reports, presentations, and agenda materials for Executive Leadership and the Board of County Commissioners related to parks, recreation, and open space planning initiatives.
- Identifies priority properties for park land acquisition and open space preservation and conducts site feasibility analyses including access, infrastructure availability, environmental constraints, and operational considerations.
- Coordinates with Real Estate, legal staff, and external partners on land acquisition, conservation partnerships, and related agreements.
- Serves as PROS liaison to Planning & Development, Public Works, Transportation, and external partners regarding parks planning, trail connectivity, and open space coordination.
- Coordinates review of development proposals to ensure park dedication requirements, trail easements, and recreational amenities align with County policies and standards.
- Identifies and coordinates pursuit of state, federal, and private grant funding opportunities to support parks, recreation, and open space initiatives.
- Develops policy recommendations, planning guidelines, and performance metrics to support implementation of parks and open space programs and investments.
- Provides technical guidance and coordination for planning studies, consultant scopes of work, and public engagement efforts related to PROS planning initiatives.

PLANNING

- Researches and prepares complex planning cases for presentation to the County Planning Commission and the Board of County Commissioners.
- Compiles and analyzes data on economic, social, and physical factors affecting land use, and prepares or requisition graphic/narrative reports on that data for planning projects.
- Coordinates implementation of all comprehensive and area plans adopted by the Board of County Commissioners.
- Coordinates processes for revisions to comprehensive and area plans as needed, including developing materials and presentations for consideration and adoption by the Board of County Commissioners.
- Assists with the management of planning functions, including public notifications and staff reports for public hearings.
- Assists with training of Planning staff to perform required functions in the Planning Section, including research, customer service, and presentations to the Commissions and the public.
- Drafts guidelines to document and explain Planning processes and requirements in the department and for the public.
- Acts as department liaison or coordinator on various planning and land development initiatives and other planning projects within Bernalillo County and with other jurisdictions and agencies.

- Prepares reports, ordinances, resolutions, agenda items and other documents related to land use cases for presentation and adoption by the County Planning Commission and the Board of County Commissioners.
- Performs project management functions including policy analysis and recommendations.
- Coordinates inter-departmental information and meetings pertaining to land use cases, future case review, special projects, and legislative amendments.
- Coordinates the collection and analysis of specialized data for periodic reports and maintenance of information related to community needs, goals, and services and other County initiatives.
- Coordinates staff teams (and public teams when needed) to create and modify major plans, guidelines, and procedures.
- Meets with civic, business, and governmental groups to explain policies, plans and procedures related to assigned area of responsibility. Advises groups of policy actions and recommend specific courses of action.
- Coordinates and provides customer service assistance for the public and developers and assist with problem solving for complex land use matters.
- Coordinates and review building permit requests for planning and zoning compliance for projects within Special Use Permits or Sector Development Plans.
- Initiates and organizes planning processes for land use and interdepartmental plans, such as neighborhood and sector development plans, in accordance with the Comprehensive Plan and the County Zoning Code or for other County plans and standards.
- Researches and compiles background information and obtain public input for neighborhood and sector plans. Draft plan documents and provide them to the public and other staff for review and comment. Drafts Zoning and associated Ordinances to be included in Plan documents.
- Assists the County Zoning Administrator with amendments to the County Zoning Code related to land use.
- Conducts presentations on planning projects to the public or to the County Commissions, as needed.
- Incumbent(s) in this classification may handle sensitive and/or confidential records, plans, documents or decisions that require maintaining confidentiality of sensitive information.
- ***The above information is intended to outline the general nature and scope of the duties required for this position. It is not an exhaustive list and may vary depending on specific job assignments and responsibilities.***

IMPACT FEE AND SUBDIVISIONS

- Administers Bernalillo County Impact Fee Program. Establishes and maintains a comprehensive program and assures adequate implementation of the County Impact Fee Ordinance. This will include, but not be limited to: (a) overseeing impact fee assessments and collections, (b) making determinations on independent fee studies permitted under the ordinance, (c) making determinations on impact fee credits, (d) maintaining accurate records of all impact fee assessments, fee collections, fee revenue expenditures, waivers, credits, and any refunds, (e) enforcing the provisions of the Impact Fee Ordinance, and (f) serving as staff to the Capital Improvements Advisory Committee (CIAC).

- Prepares periodic reports and other documents related to the Impact Fee Program, including, but not limited to monthly reports for County management and the CIAC concerning completed impact fee assessments, revenues, CIP expenditures (impact fee and other funds), credits, and waivers; evaluates of the implementation of the Impact Fees Capital Improvements Plan (IFCIP); annual reports for the CIAC on the progress of the IFCIP; reports identifying and evaluating any perceived inequities in implementing the IFCIP or imposing the impact fees; and evaluates the need to update or revise the land use assumptions, IFCIP and impact fees.
- Coordinates with other County departments (and other agencies as needed) to implement and administer Impact Fee Program and other comprehensive and area plans adopted by the Board of County Commissioners.
- Participates in land use and planning projects, program planning, and capital facility financing efforts. Planning Commission and the Board of County Commissioners.
- Prepares complex planning cases and/or revisions for presentation to the County Planning Commission and the Board of County Commissioners.
- Coordinates County Development Review Authority functions pertaining to subdivision and other actions as listed in the County Subdivision Ordinance including review and processing applications, liaising with staff and the public; coordinates public meetings and implementation processes.
- Incumbent(s) in this classification may handle sensitive and/or confidential records, plans, documents or decisions that require maintaining confidentiality of sensitive information.
- ***The above information is intended to outline the general nature and scope of the duties required for this position. It is not an exhaustive list and may vary depending on specific job assignments and responsibilities.***

CAPITAL IMPROVEMENTS PROGRAM (CIP)

- Manages the biennial preparations of the Six Year Capital Improvement Plan, including technical evaluations of certain project types and all associated public outreach to include meetings, social media and internet postings.
- Supports the Chief of Staff and CIP program Coordinator in the implementation of CIP Ordinance 2■271 by managing the GO Bond Program component.
- Monitors the annual update of the CIP database and assists the CIP Program Coordinator as needed.
- Serves as a representative to the Impact Fee Capital Improvement Plan that is updated every five years.
- Researches and integrates Capital Improvement mechanisms in the Comprehensive Plan and Sector Plans.
- Develops mechanisms for incorporating planning priorities from plans in the Capital Improvements efforts.
- Incumbent(s) in this classification may handle sensitive and/or confidential records, plans, documents or decisions that require maintaining confidentiality of sensitive information.
- ***The above information is intended to outline the general nature and scope of the duties required for this position. It is not an exhaustive list and may vary depending on specific job assignments and responsibilities.***

MINIMUM QUALIFICATIONS

- Bachelor’s Degree in Planning, Architecture, Public Administration, or related field.
- Seven (7) years of work experience in zoning ordinances and land use planning, and regulation.
- Minimum of two (2) years of project management experience.

Any equivalent combination of 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 medical examination and background investigation.
- Compliance with all applicable County safety guidelines.
- Possess and maintain a valid New Mexico driver's license.
- Completion of FEMA training(s) as assigned to the position.
- Completion of required supervisory training courses.

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.
- Attendance at evening meetings is required as necessary.

EQUIPMENT, TOOLS, AND MATERIALS

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