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Planner Senior

JOB CODE	JOB FAMILY	PROFILE
JCP319	**Planning, Development & Protection**	**Planner Senior**
PAY TYPE	**PAY RANGE**	**REVISION DATE**
Salary	**$61,339.00 - $96,866.00**	**November 6, 2026**

The Planner Senior performs duties related to the implementation and administration of County Land Use Programs. Executes various planning tasks such as short- and long-range planning, and implementing County-adopted plans, ordinances, and programs. The role involves managing complex land use and zoning projects that are large in scale and impact. Coordinates advanced planning and land use functions; assists with the Capital Improvements Program and Six-Year Plan; and coordinates the County's Impact Fee Program and Subdivision functions.

Job Description

DUTIES AND RESPONSIBILITIES

- Prepares 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 requests graphic and narrative reports on that data.
- Coordinates the implementation of all comprehensive and area plans adopted by the Board of County Commissioners.
- Revises comprehensive and area plans as needed, including coordinating materials, presentations, and adoption by the Board of County Commissioners.

- Serves as a department liaison or coordinator on planning and land development initiatives and other planning projects.
- Prepares reports, ordinances, resolutions, agenda items, and related documents for land use cases to present to the County Planning Commission and the Board of County Commissioners.
- Performs project management functions, including policy analysis and the development of recommendations.
- Coordinates interdepartmental information related to land use cases, special projects, and legislative amendments.
- Collects and analyzes specialized data for periodic reports and maintain information related to community needs, goals, and services.
- Coordinates staff and public teams to create and revise major plans, guidelines, and procedures.
- Meets with civic, business, and government groups to explain policies, plans, and procedures related to assigned responsibilities; advises groups on policy actions and recommends specific courses of action.
- Provides customer service support to the public and developers and assists in resolving complex land use issues.
- Reviews building permit requests for planning and zoning compliance within Special Use Permits and Sector Development Plans.
- Initiates and organizes planning processes for land use and interdepartmental plans, including neighborhood and sector development plans, in accordance with the Comprehensive Plan and County Zoning Code.
- Researches and compiles background information and gathers public input for neighborhood and sector plans; drafts plan documents for public and staff review and feedback; 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.
- Delivers presentations on planning projects to the public or County Commission, as needed.
- Assists with other projects as assigned.
- Handles sensitive and/or confidential records, plans, documents, or decisions, maintaining confidentiality as required.
- *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.

FUNCTIONAL AREA

IMPACT FEE AND SUBDIVISIONS

- Administers the Bernalillo County Impact Fee Program and establishes a comprehensive system to ensure implementation of the County Impact Fee Ordinance.
- Oversees impact fee assessments and collections.
- Makes determinations on independent fee studies permitted under the ordinance

- Determining eligibility for impact fee credits.
- Maintains accurate records of assessments, collections, expenditures, waivers, credits, and refunds.
- Enforces provisions of the Impact Fee Ordinance.
- Serves as staff to the Capital Improvements Advisory Committee (CIAC).
- Prepares periodic reports and related documentation on the Impact Fee Program, including monthly reports for County management and the CIAC on assessments, revenues, CIP expenditures, credits, and waivers.
- Evaluates of the Impact Fees Capital Improvements Plan (IFCIP) implementation
- Annual progress reports on the IFCIP for the CIAC.
- Reports identified and evaluated inequities in the IFCIP or impact fee implementation.
- Reviews land use assumptions, IFCIP updates, and impact fee adjustments.
- Coordinates with County departments and other agencies as needed to implement and administer the Impact Fee Program and other adopted comprehensive and area plans.
- Participates in land use and planning initiatives, program development, and capital facility financing efforts.
- Prepares planning cases and revisions for presentation to the County Planning Commission and the Board of County Commissioners.
- Coordinates County Development Review Authority functions related to subdivisions and actions outlined in the County Subdivision Ordinance, including application review and processing, staff and public coordination, and oversight of public meetings and implementation processes.
- Handles sensitive and/or confidential records, documents, plans, or decisions while ensuring the confidentiality of all 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 PROGRAMS (CIP)

- Manages the biennial preparation of the Six-Year Capital Improvement Plan, including conducting technical evaluations of specific project types and leading all related public outreach activities such as community meetings, social media, and online postings.
- Supports the Chief of Staff and CIP Program Coordinator in implementing CIP Ordinance 2-271 by managing the General Obligation (GO) Bond Program component.
- Monitors the annual update of the CIP database and assists the CIP Program Coordinator with data entry, quality control, and reporting as needed.
- Serves as a departmental representative in the development and updating of the Impact Fee Capital Improvements Plan, conducted every five (5) years.
- Researches and integrates Capital Improvement mechanisms into the County Comprehensive Plan and applicable Sector Plans.

- Develops strategies to incorporate planning priorities and objectives from adopted plans into Capital Improvement efforts.
- Handles sensitive and/or confidential records, plans, documents, and decisions, maintaining strict confidentiality in accordance with County policy.
- *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, Public Administration, Architecture, or related field.
- Five (5) years of work experience in zoning ordinances, land use regulations, and project management experience.

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

SUPPLEMENTAL INFORMATION

ADDITIONAL REQUIREMENTS

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.

- Thorough knowledge of land use and planning principles, program planning, zoning, subdivisions, and capital facility financing methods.
- Thorough knowledge of the County’s Zoning Ordinance, Subdivision Ordinance, Flood Control and Drainage Ordinance, Development Impact Fee Ordinance, County personnel rules and related regulations, and enforcement procedures and methods.
- Strong communication skills, both oral and written.
- Ability to exercise good judgment in evaluating situations and taking corrective actions.
- Ability to analyze population and development trends and make objective and unbiased recommendations, and write reports based on the data.
- Ability to maintain an effective working relationship with associates and the public.

- Ability to manage and analyze complex planning efforts that include large quantities of data and fiscal information, and utilize various technical skills and software, including Geographic Information's Technology, database management systems, and publications software.
- Ability to coordinate multi-departmental and agency land use and planning efforts.
- Ability to participate in or coordinate Capital Improvement and fiscal and impact fee activities and draft associated ordinances, regulations, and analyses.
- IMPACT FEE AND SUBDIVISIONS SPECIFIC: Must be a "qualified professional" as defined in the New Mexico Development Fees Act. This means the person must be "a professional engineer, surveyor, financial analyst or planner providing services within the scope of their license, education or experience."

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.

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.
- The primary work surface is an 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 the performance of essential job duties.
- Various forms of paperwork. Office supplies and money are handled in the performance of essential job duties.