Human Resources
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Zoning Administrator

JOB CODE	JOB FAMILY	PROFILE
JCP339	**Planning, Development & Protection**	**Zoning Administrator**
PAY TYPE	**PAY RANGE**	**REVISION DATE**
Salary	**$61,339.00 - $96,866.00**	**April 15, 2026**

The Zoning Administrator performs duties associated with Zoning Administration under Bernalillo County and Extraterritorial Zoning Ordinances. Coordinates special projects and other responsibilities related to the department's planning and zoning functions. Performs transportation planning functions, including research and data analysis, and prepares recommendations for management review in accordance with applicable regulations, standards, policies, and procedures.

Job Description

DUTIES AND RESPONSIBILITIES

- Conducts public hearings on zoning applications based on County Zoning Ordinances, including coordination of legal advertisements and other public notifications for hearings.
- Reviews proposals for amendments to or cancellation of Special Use Permits in consultation with the planning and zoning sections.
- Provides and coordinates training for department staff.
- Oversees the review and approval of zoning permits to ensure compliance with County ordinances.
- Performs zoning administration duties related to interpretations of County zoning ordinances and other items as outlined in the ordinance.
- Prepares correspondence to property or business owners and the County Attorney regarding zoning administration matters.

- Oversees the proper handling of department files for zoning, building, and planning applications, permits, case hearings, and other related matters.
- Prepares staff reports and other documentation for zoning administration cases presented to the County's Planning Commissions and other zoning boards as necessary.
- Conducts special projects related to zoning and planning matters as assigned.
- Reviews zoning administration procedures and recommends improvements as needed.
- Attends meetings regarding zoning administration and related issues as directed.
- Serves as the County Nuisance Hearing Officer in the administrative enforcement process by holding evidentiary hearings and preparing recommended determinations for the Board of County Commissioners.
- Handles 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 Business or Public Administration, Planning, Civil Engineering, Geography, Economics, Statistics, Applied Mathematics, or related field.
- Five (5) years of work experience in zoning ordinances and land use regulations, including project management.

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 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.
- Complete ICC Property Maintenance Certification within 9 months of employment.

WORKING CONDITIONS

- Essential job duties are performed indoors in a climate-controlled environment.
- 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.

EQUIPMENT, TOOLS, AND MATERIALS

- A telephone, a calculator, a computer, a fax machine, and a copy machine are used in performance of essential duties.
- Various forms of paperwork and money are handled in the performance of essential job duties.
- County vehicles are used on an as-needed basis.

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.