Human Resources
505.468.1500
415 Silver, 5th Floor
Albuquerque, New Mexico 87102
HR@bernco.gov
www.bernco.gov

Zoning and Land Use Inspector Lead

JOB CODE	JOB FAMILY	PROFILE
JCV622	**Planning, Development & Protection**	**Zoning and Land Use Inspector Lead**
PAY TYPE	**PAY RANGE**	**REVISION DATE**
Salary	**$54,018.00 - $85,363.00**	**August 28, 2026**

The Zoning and Land Use Inspector Lead interprets and enforces all adopted County zoning ordinances and land use regulations. Reviews development plans, conducts field investigations and surveys, and works directly with the public and other departments to ensure compliance with County land use requirements.

Job Description

DUTIES AND RESPONSIBILITIES

- Represents the department at public hearings, including the Board of County Commissioners and County Planning Commission.
- Assists in developing inspection processes and ensures proper recordkeeping for Metropolitan and District Court.
- Serves as staff lead on projects such as code amendments, research initiatives, and directives from County Management.
- Assists with the interpretation and enforcement of zoning regulations, design overlay standards, and special use permit conditions.
- Coordinates, trains, and provides work direction to Zoning and Land Use Inspectors on behalf of the Zoning Manager.
- Supports permit counter staff by answering zoning-related questions and providing technical guidance.

- Prepares comments on adopted land use regulations for the County Development Review Authority, conditional use permits, and special use permits.
- Prepares court prosecution materials, testifies as a witness, and drafts case briefs for the Legal Department in District Court cases.
- Reviews commercial and residential plans for zoning code compliance, including setbacks, land use, landscaping, parking layout, administrative actions, and development plans.
- Performs field inspections and maintains accurate records of findings and assignments.
- Investigates reported and observed zoning violations; issues complaint letters, correction notices, and stop-work orders as appropriate.
- Conducts special surveys and prepares reports that may include comparative statistics and findings.
- Assists the public with zoning applications and coordinates with other departments as needed to complete submittals.
- Recommends approval or denial of platting actions based on zoning and subdivision ordinances and suggests modifications when applicable.
- Attends official public meetings and advises property owners and agents on lot line adjustments, subdivisions, zone changes, and other zoning procedures.
- Maintains confidentiality when handling sensitive records, plans, documents, and decisions.
- ***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

- Associate's degree in Business Administration or a related field.
- Five (5) years of experience in planning, business administration, zoning code enforcement (residential housing), housing and land use inspections, surveying, real estate appraisal, or as a licensed real estate broker/associate broker, or a closely related field.

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.

WORKING CONDITIONS

- Works alone primarily, with or without directions. Works with a select team at times.
- Worker performs duties both indoors (approximately 75%) and outdoors (approximately 25%).
- Indoor duties are performed in a temperature-controlled environment. Workers are exposed to natural weather conditions, noise, fumes and traffic hazards while working outdoors.
- Indoor duties are performed on an even surface, which may be carpeted or tile. Outdoor duties may be performed on an even or uneven surface, which may be wet or dry. Outdoor surfaces may include natural ground, asphalt and concrete.
- Work hazards, or potential work hazards include inspecting for possible zoning or land use violations.
- May be exposed to some unpleasant confrontations.

EQUIPMENT, TOOLS, AND MATERIALS

- Equipment typically used in the performance of office duties includes telephone, computer, printer, and copy machine.
- Various forms of paperwork including money and fees are handled in performance of essential duties.
- County vehicles are utilized routinely in the performance of essential 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.