

City of Santa Fe, New Mexico

P.O. Box 909, 200 Lincoln Ave
(505) 955-6597 Fax (505) 955-6810

www.santafenm.gov



POSITION TITLE Land Use Department Director (461)
DEPARTMENT Land Use
PERIOD TO APPLY: 3/16/2018-4/16/2018
SUPERVISOR: City Manager

SALARY RANGE: \$37,975-64,879 (R)
FLSA/UNION STATUS: Exempt/Nonunion
POSITION STATUS: Exempt/Full-Time
LOCATION: City Hall

GENERAL PURPOSE

Under direction of the City Manager, provides leadership and direction regarding the development, administration and enforcement of the City's General Plan, Land Development Laws and Building and Environmental Codes.

SUPERVISION RECEIVED

Works under the general direction of the City Manager.

SUPERVISION EXERCISED

Provides close supervision to Division Directors, an Office Manager and other support staff.

ESSENTIAL FUNCTIONS (A position may not include all of the duties listed, nor do the listed examples include all duties, which may be found in a position of this class.)

Confers with and advises the City Manager, the Mayor and the Governing Body on Land Use issues and policies.

Coordinates departmental activities with other City Departments, other governmental entities, and the public.

Plans, organizes and directs the work of five divisions through their respective directors: (1) Current Planning (2) Technical Review (3) Permit Intake (4) Inspections and Enforcement, and (5) Historic Review. These divisions include the following functions: Historic Design and Preservation- and Development Review; Permits; Inspections; Code Enforcement and Water Budget Compliance; Sustainable/Green Development; and Neighborhood Planning.

Responsible for personnel management of department employees including recruitment and selection, training, evaluation, discipline and allocation of resources.

Directs, oversees and participates in the development of the Department's work plan; directs the work of the Division Directors; assigns work activities, projects and programs; monitors work flow; reviews and evaluates work products, methods and procedures.

Prepares and monitors annual department budget.

Attends meetings and makes presentations related to Land Use.

MINIMUM QUALIFICATIONS

EDUCATION AND EXPERIENCE:

Master's Degree in Planning, Land Use, Architecture or related field.

AND

Seven (7) years of progressively responsible experience in management and supervision at the highest level of city, county or state government.

OR

Experience may be substituted for education on a year for year basis.

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KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of the principles and practices of building and land use development. Understanding of Federal, State and local laws applicable to building construction. Knowledge of the principles and practices of leadership, motivation, team building and conflict resolution. Familiarity with historic ordinances and building and zoning code implementation and enforcement.

Ability to analyze issues promptly and accurately resulting in effective action. Ability to communicate clearly and concisely, both orally and in writing. Ability to establish and maintain cooperative working relationships with other City and County Departments, elected City and County officials, committee members, community groups and the general public. Ability to prepare and administer the annual Department budget, inclusive of forecasting of funds needed for staffing, equipment, materials and supplies.

SPECIAL QUALIFICATIONS:

Membership in the American Institute of Certified Planners (AICP) is desirable. Must possess a valid driver's license and obtain a City of Santa Fe driving permit within three months of hire.

WORK ENVIRONMENT:

Work is performed in an office setting and in the field with frequent evening and weekend hours required.

ADA/EEO Compliance

The City of Santa Fe is an Equal Opportunity Employer. In compliance with the American's with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective employees and incumbents to discuss potential accommodations with the employer.

VETERAN'S HIRING INITIATIVE

Pursuant to City of Santa Fe Resolution No. 2013-079, the City of Santa Fe Human Resources Department (HRD) has implemented a Veterans' Hiring Initiative policy in order to provide opportunities for veterans who meet or exceed the minimum qualifications for city employment to obtain City employment. The Governing Body does not guarantee that a veteran shall be hired for the position being applied for, only that the veteran will be given an interview; and, it does not intend to supersede or modify any collective bargaining agreement that is currently in place with the City of Santa Fe.

Job applicants who are veterans who have an honorable discharge from the military or are members of the National Guard or Reserve who have successfully completed basic training, must use the Veteran Certification Form to identify themselves and then must attach a copy of their DD214 or DD215 and/or their proof of current Active, Guard or Reserve enlistment in order to certify their status.