

City of Santa Fe, New Mexico

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

www.santafenm.gov



Recruitment Announcement # 2018- 215

POSITION TITLE	MPO Senior Planner (908)	SALARY RANGE:	\$26.739-46.032 (A25)
DEPARTMENT	Land Use	FLSA/UNION STATUS:	Exempt/Union
PERIOD TO APPLY:	1/25/2018-2/7/2018	POSITION STATUS:	Term/Full-Time
SUPERVISOR:	Mark Tibbetts	LOCATION:	Land Use

GENERAL PURPOSE

To provide planning project development and management involving highly technical, complex work in transportation planning.

SUPERVISION RECEIVED

Works under the general supervision of the MPO Officer, Planning Supervisor or department head.

SUPERVISION EXERCISED

May provide close to general supervision to Planning Technician(s) or clerical support staff on a project-by-project basis

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.)

Performs and manages major professional and technical transportation planning projects utilizing advanced techniques in gathering, analyzing and presenting of data; develops project budgets; administers bidding process; verifies contract(s) expenditures and compliance.

Compiles statistical data related to demographics and land use needed in developing transportation plans.

Develops programs and regulations to implement planning objectives and coordinates implementation of programs and regulations.

Schedules and conducts meetings with advisory boards and elected officials on transportation planning matters.

Provides technical assistance to city and county staff, other governmental agencies and the public.

Carries out long-range transportation planning research/studies and assists in making policy recommendations.

Monitors transportation planning programs and MPO contracts.

Assists in ensuring compliance with transportation planning policies of the NMDOT and USDOT.

Assists in preparation, monitoring and implementation of the 20-year MPO Metropolitan Transportation Plan (MTP), the Transportation Improvement Program (TIP) and the Unified Planning Work Program (UPWP).

Workload may involve multiple projects ongoing simultaneously.

Serves as staff to MPO Technical Coordinating Committee and the MPO Transportation Policy Board.

Assists in preparation of traffic projections and the traffic count program.

Assists in preparation of MPO section budget.

MINIMUM QUALIFICATIONS

EDUCATION AND EXPERIENCE:

Graduation from college with a Master's degree in planning or related field; **and**

Fours years of progressively responsible professional experience in planning, preferably in the field of transportation planning, for a local government with one (1) year in project administration and implementation in area of assignment. Experience with transportation demand computer models desirable; **or**

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An equivalent combination of education and experience.

KNOWLEDGE, SKILLS, AND ABILITIES:

Comprehensive knowledge of planning/engineering in a specialized area of research methods, data analysis, report writing, urban design, cultural resources management and development review principals.

Considerable skill effective communication and interpersonal relations with department heads, other employees, public officials, federal, state and local agencies, developers, neighborhood associations, and the general public; team building and conflict resolution; providing planning project development and management involving highly technical, complex work in physical, economic, social and/or planning in a specialized area.

Ability to manage large and complex projects, budgets and multidisciplinary project teams; to apply planning / engineering principles to create plans and procedures to implement those plans; to work with others in the preparation of oral and written reports; to effectively present observations and recommendations; to meet rigid time-lines.

SPECIAL QUALIFICATIONS:

Must possess a valid driver's license and obtain a City of Santa Fe driving permit.

WORK ENVIRONMENT:

Work is generally performed in an office setting with occasional travel to perform field investigations. Good hearing and visual acuity and sitting for long periods of time. May be required to work irregular hours and attendance at evening meetings is required. Some close exposure to VDT's and CRT's and weekend work may be 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.

TO APPLY: Resumes will not be accepted in lieu of the city application form. Submit City of Santa Fe Application by one of the following methods: Fill out application at Human Resources Department, City Hall, 200 Lincoln Avenue, Santa Fe, NM; mail application to P.O. Box 909, Santa Fe, New Mexico 87504-0909; or fax application to (505) 955-6810. Applications may be downloaded from our website: www.santafenm.gov; or apply online at www.santafenm.gov. Applications become public record upon receipt and may be made available for public inspection upon request.

When required of the position, attach a copy of certification(s) or license(s). Copies of high school diploma/GED & college degree must be provided at time of interview. Pre-placement physical exams are required for some positions.
Incomplete applications may delay or exclude consideration of your application.