Town of Edgewood

Planning & Compliance Assistant

Position Purpose: Under direct supervision of the Community Planning & Development Department. Greets the general public to receive and process applications for various planning & zoning actions allowable under local land-use ordinances.

Essential Job Functions: *Essential functions, as defined under the Americans with Disabilities Act, may include any of the following tasks, knowledge, skills and other characteristics. The list that follows is not intended as a comprehensive list; it is intended to provide a representative summary of the major duties and responsibilities. Incumbent(s) may not be required to perform all duties listed, and may be required to perform additional, position-specific tasks.*

- Respond to land use complaints about potential ordinance violations, including periodically patrolling incorporated Town boundaries.
- Conduct field investigations of potential violations; gather evidence; interview property owners, witnesses and compare complaints with requirements of various ordinances.
- Maintain logs and records of contacts.
- Review and prepares cases for hearing or trial, with emphasis on the evidentiary and legal issues crucial to prosecution; testifies before in court as needed.
- Receives and responds to routine questions or information requests from the general public regarding community programs, services, policies, procedures or regulations; accepts applications and collects fees.
- Serves as a receptionist by receiving and screening visitors and phone calls.
- Enters, verifies and retrieves data and prepares periodic or special reports; creates customized reports, spreadsheets and other documents.
- Prepares and updates a variety of records, forms and reports which may require mathematical calculations or the consolidation of information from several separate sources.
- Performs other work-related assignments as required.

MINIMUM QUALIFICATIONS

Required Knowledge and Skills:

- Knowledge of State of New Mexico and Federal laws and Building Codes, regulations and administrative guidelines relating to areas of responsibility.
- Knowledge of office practices, procedures and office equipment.
- Knowledge of the principles and practices of records administration.
- Knowledge of correct English usage, spelling, grammar and punctuation.
- Knowledge of Town of Edgewood ordinances, policies and procedures, and administrative requirements.
- Knowledge of Windows XP automated software and Office applications.
- Knowledge of the Town of Edgewood geography including roads and streets, agricultural, residential and commercial districts.
- Skill in performing mathematical calculations, data entry, proof reading, and filing.
- Skill in following and effectively communicating verbal and written instructions.
- Skill in working under pressure of deadlines, establishing and maintaining cooperative working relationships with Town staff, elected officials, state agencies, community organizations and citizens.
- Skill in communicating effectively orally and in the development of written documents, reports, and financial information.
- Skill in operating a personal computer and software applications.

Education, Experience, Certifications and Licenses: *Work experience directly related to the essential functions of the position may be substitute for education at a rate of one (1) year of experience for each thirty (30) credit hours of education.*

- Possession of a valid State of New Mexico Driver's license.
- At least three years of college-level education in a degree program related to planning, public administration, law enforcement or other similar program; or
- At least two years of experience related to inspection, law enforcement, land use, public administration, development, or a related field; or
- Any equivalent combination of college-level education and experience.

Environmental Factors and Conditions/Physical Requirements:

- Work is performed in internal and external environments with possible exposure to inclement weather, and varying temperatures.
- Work requires attendance at meetings and special events outside the normal work schedule.
- Subject to standing, walking, sitting, bending, reaching, kneeling, driving and lifting objects up to 30 pounds.
- Work requires ability to speak, hear, touch, and see.

Equipment and Tools Utilized:

- Special Equipment includes computerized and conventional office equipment, and motorized vehicle.