



AN EQUAL OPPORTUNITY / REASONABLE ACCOMMODATION EMPLOYER

CITY OF ALBUQUERQUE
invites applications for the position of:

Impact Fee Administrator E17 (PL - Bldg & Dvlp)

CLASS CODE: 800319
DEPARTMENT: Planning
DIVISION: PL-Impact Fee Funded
BARGAINING UNIT: No Union
REQUISITION #: 2300030
SALARY: \$29.36 - \$35.48 Hourly
 \$2,348.80 - \$2,838.40 Biweekly
 \$5,089.07 - \$6,149.87 Monthly
 \$61,068.80 - \$73,798.40 Annually
OPENING DATE: 07/20/22
CLOSING DATE: 10/14/22 11:59 PM

POSITION SUMMARY:

Perform a wide variety of professional duties to administer Impact Fees; estimate and collect impact fees for parks, recreation, public safety, roadway, drainage, and trail and open space facilities in accordance with the applicable ordinances; maintain records and reporting in compliance with ordinances and state law; develop and maintain impact fee computerized tracking system; review and approve impact fee credits and refunds from recipient departments; manage, track and maintain impact fee and financial records for impact fee refunds and creditable improvements; present recommended revisions to ordinances as appropriated to City Administration, staff and City Council.

Job descriptions are intended to present a general list of tasks/duties performed by employees within this job classification. Job Descriptions are not intended to reflect all duties performed within the job.

MINIMUM EDUCATION, EXPERIENCE AND ADDITIONAL REQUIREMENTS:

Related education and experience may be interchangeable on a year for year basis.

Bachelor's degree in civil engineering, construction management, architecture, urban/regional planning, business administration, finance, accounting, public administration, economics, or related field **and**;

Six (6) years of professional/managerial experience in construction management **and**;

To include three (3) years of direct supervisory experience in a management and/or administrative capacity.

Experience in estimating and determining infrastructure improvement costs within public right-of-way preferred.

ADDITIONAL REQUIREMENTS:

Possession of a New Mexico Driver's License (Class D), or the ability to obtain by date of hire.

Possession of a City Operator's Permit (COP) within six (6) months from date of hire.

PREFERRED KNOWLEDGE:

- Construction plan analysis
- Impact Fee Ordinances and Legislation including statutes relating to capital improvements as well as City infrastructure and growth plans
- Impact fee calculations and administrative rules
- City land use and development policies including Development Review Board procedures and Design Review Committee process for private developments
- Design engineering construction plans, estimates and contracts
- City Development Process Manual, Subdivision Ordinance, Standard Specifications for Construction and other applicable City ordinances
- Computer programs such as Windows and Excel

PREFERRED SKILLS & ABILITIES:

- Review and approve impact fee credits, refunds and updates from recipient departments
- Develop and maintain Policy and Procedure Memorandums to implement Impact Fee Ordinances
- Coordinate impact fee reports with recipient departments
- Determine credits with the input, assistance and approval of the department or agency receiving the impact fees for which the credits are sought
- Draft ordinances and write technical papers
- Supervise, train and direct the activities of professional and technical personnel
- Communicate effectively both orally and in writing with engineers, Federal Agencies, State Agencies, Local Agencies, City staff and other diverse groups
- Analyze, interpret and accurately check construction plans, proposals and specifications within assigned area
- Interpret, apply and enforce applicable Impact Fee Ordinances and Regulations
- Maintain complete and accurate records of plan and specification checks
- Respond to requests and inquiries from the general public
- Perform the essential functions of the job with or without reasonable accommodation
- Establish and maintain effective working relationships with those contacted in the course of work

APPLICATIONS MAY BE FILED ONLINE AT:
<http://CABQ.GOV>

Position #2300030
IMPACT FEE ADMINISTRATOR E17 (PL - BLDG & DVLP)
MG

400 Marquette N.W.
Albuquerque, NM 87103
505 768-3700

humanresources@cabq.gov

Impact Fee Administrator E17 (PL - Bldg & Dvlp) Supplemental Questionnaire

- * 1. How many years of professional/managerial experience in construction management do you possess?
- No experience
 - less than 1 year
 - 1 year to less than 2 years
 - 2 years to less than 3 years
 - 3 years to less than 4 years
 - 4 years to less than 5 years
 - 5 years to less than 6 years
 - 6 years to less than 7 years
 - 7 years to less than 8 years
 - 8 years to less than 9 years
 - 9 years to less than 10 years
 - 10 years to less than 11 years
 - 11 years to less than 12 years
 - 12 years to less than 13 years
 - 13 or more years
- * 2. Do you possess a valid New Mexico Driver's License (Class D) or have the ability to obtain by date of hire?
- Yes
 - No
- * 3. Select the highest level of successfully completed related education as identified by the minimum requirements (if applicable, attach supporting degree or transcripts).
- No High School Diploma
 - High School Diploma or GED
 - Non/degree accredited
 - Associates
 - Bachelors
 - Masters
 - Juris Doctorate
 - Doctorate
- * 4. Do you possess the supervisory experience outlined in the minimum requirements? If you have successfully completed the City of Albuquerque's Pre-Management Development Program (PMDP), please include two (2) additional years in your supervisory experience (attach certificate, if applicable).
- Yes
 - No
- * Required Question