



Associate Planner M13

Class Code:
700190

Bargaining Unit: Management Union

AN EQUAL OPPORTUNITY / REASONABLE ACCOMMODATION EMPLOYER

CITY OF ALBUQUERQUE
Established Date: Aug 3, 2003
Revision Date: Dec 3, 2021

SALARY RANGE

\$17.82 - \$28.52 Hourly
\$1,425.60 - \$2,281.60 Biweekly
\$37,065.60 - \$59,321.60 Annually

FLSA:

Non-Exempt

POSITION SUMMARY:

Perform technical and professional support work in an assigned planning area including, but not limited to, policy planning, transit, public works, parks and recreation, family and community services and specialized Capital Implementation Program projects; provide information and assistance to the business community, officials and the public on planning, housing and development, Capital Implementation Program projects and related matters.

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.

SUPERVISION RECEIVED AND EXERCISED:

Receive direction from higher level staff.

ESSENTIAL AND SUPPLEMENTAL FUNCTIONS:

ESSENTIAL FUNCTIONS: (Essential functions may include, but are not limited to the functions listed below)

1. Perform technical and professional planning work in an assigned area including policy planning, transit, public works, parks and recreation, family and community services and specialized Capital Implementation Program projects; research, collect and

- analyze data; prepare staff and special reports; prepare a variety of documents, briefs and correspondence on planning activities.
2. Analyze and evaluate current department policy in assigned planning area; prepare documents pertaining to program, policy or procedure revisions.
 3. Participate in the decision making process for planning and task force committees; help coordinate activities with other departments and agencies as needed.
 4. Review, analyze and comment on City or other business-development proposals and applications as needed; develop and produce planning publications for internal and community use.
 5. Respond to public inquiries in a courteous manner; provide information within the area of assignment; resolve complaints in an efficient and timely manner.
 6. Prepare planning research, analysis and presentation materials; initiate computerized planning information systems and develop innovative and comprehensive techniques for data management of rapid growth.
 7. As assigned, help coordinate the work of contractors and City agencies; prepare work programs and schedules for projects and monitor timely completion.
 8. Research planning cases, issues and projects for various agencies and the public; provide staff support to planning boards and commissions.
 9. Collect, record and summarize information; write specialized reports and correspondence.
 10. Compile information, analyze data and make recommendations on special studies or projects as assigned.
 11. Conduct field inspections as assigned.

SUPPLEMENTAL FUNCTIONS:

1. Attend and participate in professional group meetings; stay abreast of new trends and innovations in assigned planning area.
2. Perform related duties and responsibilities as required.

MINIMUM EDUCATION AND EXPERIENCE REQUIREMENTS:

Education and experience directly related to the minimum requirements below may be interchangeable on a year for year basis.

Bachelor's degree from an accredited college or university in planning, engineering, or architecture; ***and***

Two (2) years of planning experience.

ADDITIONAL REQUIREMENTS:

Dependent on position may require a valid New Mexico Driver's license and a City Operator's Permit (COP).

PREFERRED KNOWLEDGE:

- Principles and practices of planning and development programs which may include current policy-level use, transportation and similar planning-area structure
- Methods and techniques of evaluating site planning and design principles used in assigned planning area
- Methods and techniques of planning research and analysis
- Advanced technical report writing

- Computer hardware and software programs applicable to assigned area of planning
- Modern office procedures, methods and computer equipment
- Pertinent Federal, State and local laws, codes and regulations

PREFERRED SKILLS AND ABILITY:

- Interpret and explain planning programs, projects and plans in assigned area to the staff, the administration and the general public
- Analyze and compile technical and statistical planning information
- Read, interpret and understand various technical or design documents in assigned planning area
- Review, analyze and respond to City development/planning proposals
- Negotiate with contractors, consultants, vendors, suppliers, agencies and departments as needed
- Prepare clear and concise oral and written reports
- Operate office equipment including a computer
- Communicate clearly and concisely
- Perform the essential functions of the job with or without reasonable accommodation

WORKING CONDITIONS:**Environmental:**

Office and field environment; exposure to computer screens.

Physical:

Essential and supplemental functions may require maintaining physical condition necessary for walking, standing or sitting for prolonged periods of time.