



214 South Love Lovington, NM 88260
575.396.2884

PLANNING AND ZONING ASSISTANT

Position Description

Department:	Planning and Zoning
Probationary Period	6 months
Pay Range:	\$14/hr BOE
Hours/week:	40 hrs. per week
Type of Position:	Full-time

Reports to (title):	Planning and Zoning Coordinator
Supervises:	NA
Classification:	Non-exempt
Effective Date:	September 9, 2022
Revised Date:	

PERFORMANCE EXPECTATIONS

In performance of their respective tasks and duties all employees of the City of Lovington are expected to conform to the following:

- Uphold all principles of confidentiality and respect of all colleagues to the fullest extent.
- Adhere to all professional and ethical behavior standards inherent to the Public Sector.
- Interact in an honest, trustworthy and dependable manner with all citizens and employees of the City of Lovington.
- Possess cultural awareness and sensitivity.
- Maintain a current, insurable driver's license.

POSITION PURPOSE

The purpose of this position is to assist the City Planning and Zoning Coordinator with projects, and permits. This position requires public interface and public assistance in the permitting process, site visits, floodplain review and project data input. Record keeping and filling.

ESSENTIAL DUTIES, FUNCTIONS & RESPONSIBILITIES

- Perform day-to-day permits for citizens
- Coordination with the Planning and Zoning Coordinator on Floodplain permits and issues.
- As assigned by the Planning and Zoning Coordinator, prepare and report on contracts for the City of Lovington.
- Coordinate with other entities/organizations, such as County and municipalities, State agencies (NMDOT, DFA, FEMA and Environmental Department), non-profits and federal agencies, to complete tasks and projects.

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MINIMUM MANDATORY QUALIFICATIONS

- Experience:
- Experience with computer programs and use.
- Education:
- High School diploma.
- Mandatory Knowledge, Skills, Abilities and Other Qualifications:
- Read, write, speak and comprehend the English language.
 - Must have excellent communication skills
 - Ability to work with the public in a professional manner
 - Knowledge of Microsoft Office Suite applications
 - Knowledge of methods and techniques of business correspondence and technical report preparation
 - Must be able to travel, sometimes overnight
 - Ability to work in all outdoor environmental conditions
 - Ability to work standard office equipment
- Preferred knowledge, skills, abilities, but not required:
- Experience in public speaking, bilingual
 - Able to demonstrate ability to work with diverse groups
 - Able to read, understand Lovington Municipal Code, and FEMA Floodplain Regulations

WORK ENVIRONMENT

- Work environment: Work is performed in an office setting. Constant exposure to computer screen. Field work may be required to visit project sites. Travel may be required.
- Physical demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the primary functions of this job. While performing the duties of this job, the employee may be required to frequently stand, walk, sit, bend, twist, talk and hear. There may be prolonged periods of standing, reaching/working from overhead structures and scaffolds, reading instructions, as well as driving or riding in transport vehicles. The employee must occasionally lift and/or move up to 60 pounds, sometimes upstairs and wear protective personal equipment. Specific vision abilities required by this job include reading, distance, computer, and color vision.
- Mental demands: There are a number of deadlines associated with this position. The employee must also multi-task and interact with a wide variety of people on various and, at times, complicated issues.

Disclaimer: The information on this position description has been designed to indicate the general nature and level of work performance by employees in this position. It is not designed to contain, or be interpreted as, a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to this position. Employees will be asked to perform other duties as needed.

REVIEWED BY		TITLE	
APPROVED BY		TITLE	

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DATE POSTED		DATE HIRED	
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ACKNOWLEDGMENT

I have reviewed the content of the **PLANNING AND ZONING ASSISTANT** position description and have been provided a copy of the description. I certify that I am able to perform the essential functions of this position as outlined in this description, with or without reasonable accommodation.

Describe any accommodations required to perform these functions:

Employee (printed name)

Employee (signature)

Date