



# NORTH CENTRAL NEW MEXICO ECONOMIC DEVELOPMENT DISTRICT

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## Job Posting

**JOB TITLE** Community Facilities Planner

**SALARY RANGE** \$50,000-\$60,000, depending on education and experience

### JOB DESCRIPTION

This position will develop and implement a technical assistance program to assist local governments, tribal governments, and other public entities with community facilities projects, including planning, funding, project management, and administration. The position will focus on the USDA Community Facilities program and will assist with other applicable programs, as well.

### DUTIES & RESPONSIBILITIES

Duty	Percent of total
Development of a technical assistance program for community facilities	25%
Direct technical assistance on community facilities throughout the NCNMEDD region	75%

This is a temporary, 15-month position located in the Santa Fe office. The position will require a highly motivated and responsible individual. Excellent thinking and problem-solving skills as well as oral and written communications skills are required. The position will require some travel within the NCNMEDD seven-county region of Santa Fe, Los Alamos, Taos, Rio Arriba, San Miguel, Mora and Colfax counties.

### EXAMPLES OF WORK PERFORMED

- Conduct outreach and document community facility needs.
- Develop a needs assessment survey for community facilities in the region.
- Develop and implement training on community facilities funding and programs, project management, administration, and specific topic areas, as needed.
- Assist communities to plan for community facilities so that projects are shovel ready. This includes ensuring that a comprehensive plan, Infrastructure Capital Improvements Plan, asset management plan, and other required plans are in place.
- Conduct funding and program research.
- Provide grant writing assistance, reviews, other support, and referrals to other entities.
- Provide guidance on identifying match, planning project budgets, and additional funding sources.
- Facilitate communication and outreach with communities, select ultimate recipients that qualify for technical assistance, deploy training resources, and oversee grant expenditures.
- Leverage the USDA Rural Partners Network.
- Monitor, review, and report on various data and trends including demographic, economic, etc.
- Keeps management informed by reviewing and analyzing special reports, summarizing information, identifying trends.
- Researches and prepares reports for management and/or funding agencies.
- Maintains professional and technical knowledge by attending educational workshops reviewing professional publications establishing personal networks and participating in professional societies.
- Contributes to team effort by accomplishing related results as needed.

- Other duties as assigned or necessary to meet the goals and objectives of NCNMEDD.

#### **QUALIFICATIONS AND SKILLS REQUIRED**

- Bachelor's degree preferred or three years of experience directly related to the duties of the position. At NCNMEDD's sole discretion, direct or related experience may be substituted for education and vice versa.
- Experience with USDA and USDA programs is preferred.
- Knowledgeable of federal, state, and local regulations and policies
- Understanding of budgeting principles and practices
- Basic office and computer skills, particularly MS Office suite programs
- Ability to accurately interpret, analyze, summarize and compile data
- Knowledge of program planning concepts, principles, and practices
- Ability to make good, sound-judgment decisions
- Ability to assess and prioritize multiple tasks, projects and demands
- Ability to establish priorities
- Knowledge of problem-solving techniques
- Ability to interpret and apply agency policies and procedures
- Ability to complete tasks within deadlines
- Maintain effective working relationships with NCNMEDD staff, contractors, member governments and Board members
- Excellent oral and written communication skills
- Ability to communicate well with the general public
- Ability to work and perform in conflict/crisis environments
- Demonstrate behavior that maintains the organization credibility, integrity, and positive image in the community

#### **SUPERVISORY RESPONSIBILITIES**

This position does not require any supervisory responsibilities.

#### **PHYSICAL DEMANDS**

This position requires basic physical demands for working in an office environment including, sitting for long periods, using computers and other typical office equipment, driving a car/van, carrying documents, and walking.

#### **TRAINING**

No special training is required for this position. Standard training for all employees will be applied to this position as well as any training deemed beneficial by management in the future.

#### **DECISION-MAKING**

This position requires the use of discretion and independent judgment with respect to matters of significance for the agency as well as typical decision-making responsibilities required in a day-to-day office working environment.

#### **COMMUNICATIONS**

This position reports to the Community Development Director and interacts with NCNMEDD employees and contractors, New Mexico State agencies staff, Federal agencies staff, tribal, state and local elected officials, the public, and private and/or corporate entities.

**EQUIPMENT USED**

Typical office equipment will be used such as computers, calculators, phones, copier/printers, projectors, and cars/vans.

**WORK ENVIRONMENT**

This position will work in a standard, smoke-free, indoor office environment with other staff.

**CONDUCT**

The North Central New Mexico Economic Development District (NCNMEDD) has a direct and vital impact on the quality of life for those we serve. Accordingly, the services we provide require honesty, impartiality, and fairness, and must be dedicated to the protection and promotion of the public health, safety, and welfare. As an employee and representative of the North Central New Mexico Economic Development District and its Board of Directors, all personnel are required to exhibit and practice the highest standard of honesty and integrity and must perform under a standard of professional behavior that requires adherence to the highest principles of ethical conduct in all aspects of the position.

**APPLICATION DETAILS**

- Salary commensurate with qualifications and experience. Quality benefits package includes medical, dental, vision, paid time off and PERA retirement.
- Candidate selected must successfully complete all pre-employment requirements (I-9, drug test and background check) prior to commencing employment.
- Complete NCNMEDD Employment Application online on NCNMEDD website [www.ncnmedd.com](http://www.ncnmedd.com).
- Application Deadline: Until Filled
- Questions: Please contact Felicity Fonseca at 505-356-9098 or [felicityf@ncnmedd.com](mailto:felicityf@ncnmedd.com).