



NORTH CENTRAL NEW MEXICO ECONOMIC DEVELOPMENT DISTRICT

Job Posting

JOB TITLE Community Development Planner

JOB DESCRIPTION

This position will work in data collection and analysis, planning, grant-writing, technical assistance in the NCNMEDD Community Development division. This individual will work closely with Economic and Community Development staff, local governments, as well as state and federal agency partners to advance regional initiatives and programs. This position is located in the Santa Fe office.

DUTIES & RESPONSIBILITIES

Duty	Percent of total
Staff support in data development, planning and technical assistance for local and tribal governments throughout our region	70%
Staff support for Revolving Loan Fund	20%
General staff support with Economic and Community development projects and programs	10%

This position will require a highly motivated and responsible individual dealing with non-routine as well as repetitive assignments. The prime responsibility is to work closely with other Community Development staff regarding planning issues. Excellent thinking and problem-solving skills as well as oral and written communications skills are required. Close and effective working relationships with engineering firms and state, federal, local and tribal officials is a must. The position will require some traveling.

EXAMPLES OF WORK PERFORMED

- Monitor, review, and report on various data and trends including demographic, economic, agricultural, etc.
- Assist staff with applications and technical assistance for tribal and local governments in pursuit economic and community development
- Assist staff with economic development initiatives through the Revolving Loan Fund
- Keeps management informed by reviewing and analyzing special reports; summarizing information; identifying trends
- Researches and prepares reports for management and/or funding agencies
- Maintains confidence and protects operations by keeping information confidential
- 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

- Three to five years of experience in planning, community development, or economic development
- Preference for an Associate's degree or coursework in planning, community development, economic development or related field

- Knowledgeable of federal, state, and local regulations and policies
- 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 will vary based on education and experience. Position will remain open until filled. NCNMEDD provides Public Employee Retirement Association of New Mexico (PERA) retirement. Quality benefits package includes medical, dental, retirement and paid time off. Candidate selected for full-time employment must successfully complete all pre-employment screening and requirements prior to commencing employment.

Applicants must complete NCNMEDD Employment Application at www.ncnmedd.com.

Email Felicity Fonseca, Community Development Director at felicityf@ncnmedd.com with any questions.