



Job Description

TITLE: Subdivision Review Officer	JOB CODE: 3475
DEPARTMENT: Community Development	FLSA: Non-Exempt
PREPARED: November 2005	FLSA CLASS: Professional
UPDATED: April 12, 2022	WORK LOCATION: Aztec, NM
	REMOTE WORK ELIGIBLE: NO

Summary: Under general supervision provides professional direction and guidance to the general public regarding subdivision rules and regulations; conducts public hearings and submits subdivision plans to the County Commission as required; assists other departments with Land Use requested data.

Essential Job Functions: *The list that follows is not intended as a comprehensive list; it is intended to provide a representative summary of the major duties and responsibilities. Incumbent(s) may not be required to perform all duties listed, and may be required to perform additional, position-specific tasks.*

- Provides overall day to day operation of the Subdivision Review Department.
- Administers and coordinates all rural development activities, including subdivisions; utilizes regulations and State Statutes to ensure compliance.
- Provides direction and guidance to the public regarding subdivision regulations by asking clarifying questions to determine the customer's purpose and desire.
- Reviews application materials for completeness and accuracy; assists the public and surveyors in completing applications and other related forms.
- Researches land matters including deeds, surveys and related information.
- Reads and interprets maps, deeds, surveys and subdivision plats.
- Performs outside inspections of subdivisions to identify existing and proposed infrastructure.
- Conducts public hearings related to subdivisions; prepares documentation; summarizes information from agency reports, maps, field investigations and other documents.
- Maintains records; prepares and updates files.
- Collects and receipts related subdivision fees.
- Processes applications for manufactured home and recreational vehicle parks.
- Administers software installation and maintenance for the department.
- Performs other related duties as assigned.

Required Knowledge and Skills:

- Knowledge of current County subdivision regulations.
- Knowledge of County policies and procedures.
- Knowledge of local ordinances, regulations, and state acts related to rural development.
- Knowledge of Real Estate, Surveying and Land Titling.
- Skill in preparing clear, concise and correct reports, letters and proposals.
- Skill in understanding and interpreting forms, logs, time sheets and policy and procedure manuals.
- Skill preparing materials and presenting to County Commission.
- Skill in organizing and prioritizing work to meet established deadlines.
- Skill in following and effectively communicating verbal and written instructions.
- Skill in working independently or as a team member.
- Skill in communicating effectively, both orally and in writing.

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- Skill in establishing and maintaining effective working relationships with elected officials, County staff and the general public.
- Skill in the use of a personal computer and standard business software.

Education and Experience

- Must possess a Bachelor’s Degree in Business Administration, Real Estate, Engineering, or a related field and five (5) years of related experience or training; or equivalent combination of education and work experience sufficient to perform the duties of the position.
- Valid State of New Mexico Driver’s license or able to obtain within six (6) months of employment.

Environmental Factors and Conditions/Physical Requirements:

- Work is performed in an office and may be subject to repetitive motion such as typing, data entry with vision to monitor and extended periods of intense concentration in the review of documents and reports.
- Some work is performed in an outside environment and may be exposed to inclement weather.
- Noise level is usually moderate.
- Work schedule for this position may include working on religious holidays.
- Utilize, process, and navigate the County’s electronic ERP system as necessary and appropriate based on the needs and requirements of this position.

Equipment and Tools Utilized:

- Equipment utilized includes computerized and conventional office equipment.

Approvals:

Employee:	_____	Date:	_____
Supervisor	_____	Date:	_____
Department Head:	_____	Date:	_____