

POSITION TITLE: COMMUNITY DEVELOPMENT COORDINATOR

DEPARTMENT: COMMUNITY & ECONOMIC DEVELOPMENT

CLASSIFICATION: FULL-TIME

FLSA: NON-EXEMPT

REPORTS TO: COMMUNITY & ECONOMIC DEVELOPMENT DIRECTOR

DIRECT REPORT: NONE

SALARY GRADE: C32: \$23.00 – \$29.90

Position Overview

Under the direction of the Economic & Community Development Director, the Community Development Coordinator performs professional and administrative work related to planning and zoning administration, community development initiatives, and implementation of projects consistent with the Town's Comprehensive Plan and adopted policies. The position serves as the primary staff liaison to the Planning, Zoning and Historical Appropriateness Commission (PZHAC), coordinates development review processes, assists residents and businesses with land use inquiries, and supports departmental projects and community engagement efforts.

The Community Development Coordinator works collaboratively with the Historic Preservation Specialist, Events Planner, Codes Officer Lead, consultants, and other Town departments to advance community priorities while preserving the unique character of the Town of Mesilla.

Essential Responsibilities

Planning and Zoning Administration

- Serve as the primary staff liaison to the Planning, Zoning and Historical Appropriateness Commission (PZHAC).
- Coordinate commission meetings, including preparation of agendas, packets, legal notices, public hearing documentation, minutes, findings, and recommendations.
- Review land use and development applications for completeness and coordinate review.
- Prepare staff reports, resolutions, ordinances, and recommendations for commission and Governing Body consideration.
- Assist applicants, residents, and businesses by providing information regarding zoning regulations, development standards, application requirements, and review procedures.
- Maintain planning and zoning records, maps, case files, and databases.
- Coordinate updates to zoning ordinances, subdivision regulations, development standards, and related Town Code provisions.
- Ensure compliance with applicable notice requirements and public meeting procedures.

Community Development

- Assist in implementing the Town's Comprehensive Plan and community development priorities.
- Coordinate assigned community improvement and redevelopment initiatives.
- Research and support grant opportunities related to planning, housing, economic development, infrastructure, beautification, and community enhancement projects.
- Assist in preparing grant applications, reports, and compliance documentation.
- Support departmental strategic initiatives and special projects.
- Develop presentations, reports, and informational materials for the Governing Body, commissions, and the public.

Interdepartmental Coordination

- Coordinate with the Historic Preservation Specialist regarding projects affecting historic properties, districts, and preservation initiatives.
- Coordinate with the Codes Officer Lead regarding zoning compliance matters and code-related inquiries.
- Coordinate with the Events Planner regarding projects or events involving land use considerations or public engagement activities.
- Serve as a liaison between the Town, consultants, partner agencies, utility providers, and community organizations on assigned projects.

Public Engagement

- Organize and facilitate public meetings, workshops, stakeholder meetings, and community outreach activities related to planning and development matters.
- Respond to inquiries from residents, businesses, developers, and the general public.
- Promote public understanding of planning processes and community development initiatives.

Volunteer Coordination

- Coordinate volunteers participating in Town-sponsored community development plans & special projects.
- Work collaboratively with community organizations, educational institutions, nonprofit groups, and advisory committees.
- Assist with volunteer recruitment, orientation, scheduling, and recognition efforts.

Administrative Responsibilities

- Prepare correspondence, Board Action Forms, reports, presentations, and supporting documentation.
- Maintain records in accordance with records retention requirements.
- Attend evening meetings, workshops, hearings, and special events as required.
- Perform related duties as assigned.

Qualifications

- Education: High School Diploma or GED. Preference to Bachelor's or Master's degree in urban planning, public administration, community development, geography, political science, business administration, or a related field

- 2 years of Job Related Experience
- Supervisory Experience Preferred
- Specialized training or certification in heritage conservation is preferred
- Experience in historic preservation, cultural programming, archival management, or museum administration, preferably within a municipal, non-profit, or cultural institutions

Knowledge, Skills, & Abilities

- Planning and zoning principles and practices;
- Community development concepts and implementation strategies;
- Municipal government operations and procedures;
- Public hearing and public meeting requirements;
- Research methods and report preparation;
- Grant administration principles;
- Applicable federal, state, and local laws and regulations.
- Interpret and explain ordinances, policies, and procedures;
- Prepare clear, concise, and well-supported staff reports;
- Communicate effectively with elected officials, commission, staff, applicants, & the public;
- Facilitate meetings and community discussions;
- Manage multiple projects and deadlines simultaneously;
- Exercise sound judgment and discretion;
- Establish and maintain effective working relationships;
- Work independently with limited supervision.

Physical Demands

- Work is primarily performed in an office environment with frequent interaction with the public.
- Duties include attending off-site meetings, conducting occasional field visits, and participating in evening meetings and community events.
- Occasional lifting, carrying, pushing, pulling, reaching, handling, or manipulation of equipment, materials, or documents may be part of the job duties (up to 50 pounds)

Supervisory Responsibilities

- This position may require occasional supervision of interns, volunteers, advisory committees, or part-time staff

ACKNOWLEDGMENT

I acknowledge that I have read the job description and requirements for the above referenced position, and I certify that I can perform these functions with or without accommodation.

Applicant Signature

Date

Witness

Date

****This job description is not intended to be all-inclusive. Employee may perform other related duties as assigned to meet the ongoing needs of the town.***