

Mayor
Diana Murillo

820 HWY 478
Anthony NM 88021
Phone: 575-882-2983



Board of Trustees

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The City of Anthony, NM is accepting applications for the following position:

Community Development Coordinator

Department: Community Development

Reports to: Mayor

FLSA: Non-Exempt Full Time, Permanent

Pay Band: C4 (\$24.63-\$27.77 Hr.)

Minimum Qualifications:

Education: High school diploma or GED required. Associates in a related field is preferred but not required. Experience: 2 years of relevant work experience in administration, customer service, community service, or a related field. Prior experience in government, planning, or code enforcement is a plus. The ideal candidate will have experience supervising others.

Applicants **must** submit the following to be considered:

1. Letter of Interest
2. Resume
3. Three verifiable references

Application deadline: **September 5, 2025**. Packets may be submitted in person at 820 Highway 478, and Anthony NM 88021 or by email to bhidalgo@cityofanthonymn.org with subject line: **Community Development Coordinator**.

Posted on 8/21/2025



CITY OF ANTHONY

Community Development Coordinator

JOB DISCRIPTION

Department: Community Development
Reports to: Mayor
FLSA: Non- Exempt (Full-Time)
Approved: March 5, 2025

POSITION SUMMARY:

Community Development Coordinator plans, assists, and coordinates activities and operations of the Community Development Department. Provides highly responsible and complex administrative support and technical advice and assistance to other city departments. The Community Development Coordinator is responsible for collecting data from the community to plan, develop, and implement new programs and maintain current structures. This position includes a supervisory role over the Animal Control/Code Officer.

ESSENTIAL JOB FUNCITONS:

The duties listed are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to that position.

1. Participates in overseeing and coordinating the day-to-day operations of the Community Development Department, including planning, zoning, enforcement of development codes and economic development.
2. Conduct planning and economic development research and analysis; preparing staff reports for the City Council, and the Planning & Zoning Commission, and providing recommendations regarding various Community Development matters.
3. Implements and administers a variety of Planning and Zoning Community Development functions. Prepares a variety of studies, reports, and related information for decision-making purposes and presents that information to the Planning Commission and City Council.
4. Coordinates the periodic review and updating the City's Comprehensive Plan, area specific plans, and development codes within the Municipal Code to ensure updates meet City goals and follow state and federal regulations and oversees special annual projects and reports.
5. Provides assistance and information to developers, internal customers, and the public on matters relating to development requirements, the planning process, and procedures, and interprets and communicates code regulations.
6. Provides administrative support, including drafting documents and other correspondence. Summarizes information from maps, reports, field and file investigations, and books.
7. Assists the Director of Community Development in pursuing economic development funding opportunities; maintains positive relationships with and knowledge of programs offered by philanthropic foundations and economic development organizations at the local, state, and federal level; prepares and administers grant applications and contracts.
8. Assists in responding to requests for information from businesses, and housing developers interested in investing, developing, and locating; assesses the level of impact a proposed development would provide and develops comprehensive proposals consistent with the City's Economic Policies outlining business assistance that could be provided together with other economic development organizations.
9. Coordinates and promotes department's work with other City divisions, local, regional, and state agencies, and organizations by providing technical assistance, knowledge of projects and procedures, communicating goals and objectives, and working to resolve issues.



10. Assists with annual and long-range planning, budget estimates, staffing levels and department needs, and monitors budget expenditures.
11. Serves as a liaison to various City commissions, committees, and community organizations by attending meetings, representing the City, presenting projects, and providing direction and information; provides oversight to ensure appropriate information is provided.
12. Assumes management responsibilities for all services and activities of parks and recreation facilities including oversight of numerous recreational amenities such as:
 - Outdoor spaces, walking paths, and dog parks
 - Playgrounds, basketball courts, ball fields, and other sport facilities
 - After-school programs and sports programs
 - City Facilities, including Urgent Care Center (UCC), Multi-generation Center, Portables, and other public facilities
 - Public events, concerts and other community events
 - Community Gardens
 - Tourist Attractions.
13. Attend all City of Anthony Planning and Zoning Commission meetings and will serve as a liaison to the Governing Body.
14. Supervises the Animal Control/Codes Officer, including scheduling, assigning tasks, and reviewing performance to ensure compliance with city codes and ordinances.

KNOWLEDGE, SKILLS AND ABILITIES:

- Community Development operations, policies, and procedures.
- Principles of planning, zoning, economic development, and community development.
- Regulations governing community development activities.
- State statutes, City codes and ordinances relative to area of responsibility.

Project management and program administration principles.

SUPERVISORY RESPONSIBILITIES:

- Directly supervises the Animal Control/Codes Officer.
- Provides guidance, monitors workload, reviews performance, and ensures work complies with applicable laws and city procedures.
- May assist with recruitment, training, and evaluation of assigned staff

MINIMUM QUALIFICATIONS:

- **Education:** High school diploma or GED required. **Associates in a related field is preferred but not required.**
- **Experience:** 2 years of relevant work experience in administration, customer service, community service, or a related field. Prior experience in government, planning, or code enforcement is a plus.

Skills:

- Clear communication (verbal and written)
- Basic computer proficiency (email, word processing, data entry)
- Ability to work independently and manage multiple tasks
- Comfortable working with the public and resolving questions or concerns



- **Other:** Willingness to attend evening meetings as needed. A one-year probationary period applies. On-the-job training will be provided for technical functions.

This position has a probationary period of 1 year.

PHYSICAL DEMANDS AND WORK ENVIROMENT:

Requires the ability to operate, maneuver and/or control the actions of equipment, machinery, tools, and/or materials used in performing essential functions. Tasks involve the ability to exert light physical effort in light to sedentary work, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight (5-10 pounds). Tasks may involve extended periods of time at a keyboard or workstation.

Accepted this _____ day of _____, 20_____

Employee Name: _____

Employee Signature: _____