

## CITY OF JAL



### Job Posting

## CITY MANAGER

The City of Jal, New Mexico, located in Lea County in Southeastern New Mexico, is seeking to hire a permanent City Manager. This opening will be filled by July 1, 2018.

### SUMMARY

Under general direction provided by the Governing Body and the Mayor, the City Manager provides substantive and highly complex staff management in the development, implementation and administration of City policies and initiatives. The City Manager provides expert advice, support and assistance in all areas of City Government and serves as the primary support person for the Governing Body. The City Manager also acts as a liaison between other City departments and maintains close working relationships with Directors, to ensure consistent and equitable delivery of services.

### ESSENTIAL DUTIES

The ideal candidate will have experience in the duties below typical for this position. Other duties may be required and assigned to address the City's business needs and changing business practices:

- Provides highly complex staff assistance to the Governing Body: conducts studies and prepares reports on various City management problems and functional activities as directed.
- Provides direct, substantive assistance to the Mayor and the Governing Body through development of proposals, information and interactions with various entities.
- Manages legislative initiatives and intergovernmental relations by coordinating with state and federal lobbyists, member organizations and elected officials.
- Coordinates various activities within the organization to assure quality, consistency and equity in the delivery of services, to include direct or indirect supervision of administrative professional staff.
- Represents the City in intergovernmental, interdepartmental, community and professional meetings as required.
- Processes complaints and requests received by the City Manager's office by obtaining needed information and preparing or coordinating replies.
- Develops and implements the budget and long range goals for the City; works with the City Treasurer to monitor the assigned budget and approves expenditures as authorized by the City Council.
- Oversees and implements decisions affecting personnel policies; serves as primary manager of City employees; in coordination with the City Attorney, advises departments on matters related to employees and personnel policies
- Serves as project manager for a variety of special projects; facilitates project activities and resolves problems; develops and submits project reports to the Mayor and City Council.
- Represents the City's interests and positions before legislative and rule-making authorities at all levels of government; recommends policies and procedures.
- Acts on behalf of the City Manager's office. Serves as primary manager, including specific duties when assigned by the Mayor and Council.

- Works with the Mayor, City Council and City Attorney to appropriately protect and represent the City in all matters and exercise discretion for the City's best interest.

## QUALIFICATIONS

### Education, Training and Experience

- Bachelor's Degree in Business Administration, Public Administration, Finance or a directly related field. A Master's degree is desirable. Years of experience may be substituted for years-to-degree, at the City's discretion.
- Six years of employment experience in municipal, county, state or federal government in the areas of Management, Policy Development, Organizational Development, or Finance/Budget.

### Knowledge/Skills/Abilities

- Knowledge:
  - Municipal service delivery and the principles of public administration.
  - Management principles involved in strategic planning, resource allocation, customer service and coordination of people and resources.
  - Pertinent Federal and State statutes, precedents, government regulations, executive orders, City ordinances and the democratic political process.
  - Principles and practices of municipal government budget preparation, administration, and reporting.
  - Principles and practices of personnel administration, employee relations, negotiation, supervision, training, and performance evaluation.
  - Principles and practices of program development and administration.
  - Office procedures, methods, and equipment including computers and applicable software applications.
  - Business letter writing and report preparation techniques.
  - Rules and regulations regarding public meetings (Open Meetings Act) and Inspection of Public Records Act (IPRA).
  - Rules and regulations regarding the Governmental Conduct Act and New Mexico Procurement Code.
  - Modern and highly complex principles and practices of municipal government management, administration and organization.
  - Role and function of a City government in New Mexico.
  - Current social, political and economic trends and operating problems of municipal government.
  - Organizational and management practices as applied to the analysis, evaluation, development, and implementation of programs, policies, and procedures,
  - Safe driving principles and practices.
- Skills:
  - Extensive personal computer skills including use of Microsoft Word, Excel, PowerPoint and other related software programs.
  - Operate a motor vehicle safely.
  - Excellent interpersonal communication skills.
  - Management of personnel.
- Abilities:

- Work on highly technical projects which require a substantial degree of professional judgement and conceptual thinking.
- Establish and maintain effective working relationships with individuals, departments and other organizations.
- Work independently and exercise considerable independent judgement in resolving issues of significant importance to the City, including assisting in formalizing policy and intergovernmental agreements effectively and within critical time constraints.
- Gather relevant data, analyze complex information, and recommend appropriate action based on findings.
- Interpret and apply City policies, procedures, laws and regulations relating to assigned activities.
- Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.
- Research, analyze and evaluate assigned service delivery methods and techniques.
- Understand the organization and operation of the City and of outside agencies as necessary to assume assigned responsibility.
- Negotiate and resolve sensitive employee relation issues.
- Interpret and apply federal, state and local policies, laws and regulations.
- Operate office equipment including computers and supporting software applications.
- Prepare clear and concise administrative and financial reports.
- Provide effective leadership to and coordinate the activities of a municipal organization.
- Effectively administer a variety of City-wide programs and administrative activities.
- Identify and respond to public and Governing Body issues and concerns.
- Interpret and apply Federal, State and Local policies, procedures, laws and regulations.
- Effectively and fairly negotiate appropriate solutions and contracts.
- Gain cooperation through discussion and persuasion.
- Prepare and administer a complex municipal budget; allocate limited resources in a cost effective manner; establish and administer effective financial controls.
- Evaluate and develop improvements in operations, procedures, policies, or methods.
- Ability to lead an organization and motivate public employees to be their best.
- Interaction with Groups/Agencies/Entities:
  - Communicate clearly, concisely, and effectively orally and in writing on technical information to varying audiences both internal and external.
  - Internal: Works with the Mayor, Governing Body, Department Directors and other employees. Maintains harmonious, courteous, and understanding relationships, while fostering a collaborative teamwork environment.
  - External: Regularly interacts with other municipal, county, state and federal government personnel and presents a friendly, courteous image for the city to the public, customers, and public officials.

LICENSE OR CERTIFICATE

- Valid driver's license, driving record must always meet City driving and insurability standards.
- Prefer membership in professional organization(s) related to duties of position.

#### PHYSICAL DEMANDS AND WORKING ENVIRONMENT

Environment: Standard office setting. May be exposed to outside weather conditions while performing the duties of this job.

Physical: Sufficient physical ability to work in an office setting and operate office equipment; Bending/kneeling/crawling; lifting/carrying/pushing/pulling up to 20 lbs.

Vision: See in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents.

Hearing: Hear in the normal audio range with or without correction.

Mental: Position requires reading and comprehension of written materials. Occasionally will work under stress of deadlines.

Exposures: None.

Hazardous Equipment/Machinery Used: None.

Required Personal Protective Equipment: None.

Position is FLSA exempt and employee works as necessary to accomplish the Essential Duties of the job.

#### EEO STATEMENT

The City of Jal conforms to all the laws, statutes, and regulations concerning equal employment opportunities and affirmative action. Women, minorities, individuals with disabilities and veterans are strongly encouraged to apply to all of the City of Jal's job openings. The City of Jal is an equal opportunity employer and all qualified applicants will receive consideration for employment without regard to race, color, religion, gender, national origin, disability status, Genetic Information & Testing, Family & Medical Leave, Sexual Orientation and Gender Identity or Expression, protected veteran status, or any other characteristic protected by law. The City of Jal prohibits retaliation against individuals who bring forth any complaint, orally or in writing, to the employer or the government, or against any individuals who assist or participate in the investigation of any complaint or otherwise oppose discrimination.

**This job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that may be required by the person hired for the job. The duties, responsibilities and activities may change at any time depending on the needs of the City.**

#### DEADLINE TO APPLY

Please submit resume, cover letter, references and salary requirements by **May 15, 2018** to:

Laura E. Sanchez-Rivét, Jal City Attorney  
Cuddy & McCarthy, LLP  
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Albuquerque, NM 87102  
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Emailed submissions will be accepted.