



Job Title:	County Manager	Job Requisition#:	2k17-02-08
Department:	Administration	Status:	Unclassified
Revised Date:	1/25/2017	Job Code:	1100
Union Code:	Non-represented	Handles Confidential Info:	Yes
First Day to Apply:	02-01-2017	FLSA:	Exempt
Last Day to Apply:	Open Until Filled		
Salary:	Dependent Upon Qualifications	Work Schedule:	M-F 8:00 a.m. - 5:00 p.m.

Hours may vary on occasion

GENERAL PURPOSE: The County Manager is responsible for administration and overall day to day operation of Sandoval County government and for ensuring that the ordinances, resolutions and regulations of the Board of County Commissioners and laws of the State of New Mexico are faithfully executed and enforced.

MINIMUM QUALIFICATIONS:

Education and Experience:

- Bachelor's Degree in Public Administration, Business Administration, Political Science or related field and ten years of progressively responsible, executive-level leadership in a large governmental agency or private company. Master's Degree preferred.

Required Licenses or Certifications:

- Valid New Mexico Driver's License.

SUPERVISION RECEIVED AND EXERCISED:

Position reports to the Board of County Commissioners and exercises supervision over County departments and staff.

ESSENTIAL JOB FUNCTIONS: *The following duties ARE NOT intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.*

- Establish long and short range goals and assure effectiveness and efficiency of all current and future services provided by the County. Plan for future development and expansion of public services.
- Oversee, direct and advise all departments of County government operations, agencies, offices, functions and activities under the jurisdiction of the Board of County Commission.
- Work with the Board of County Commission to develop consensus on a clear vision of the future for County services; coordinate and work with the Board of County Commission on planning and policy Select, employ, promote, suspend, discharge, demote, discipline, supervise, and direct all employees under the jurisdiction of the Board of County Commission pursuant to ordinances and policies established by the Board of County Commission.
- Oversee financial management for the County; develop and recommend a balanced budget, seek innovative sources of additional revenues and assures proper and timely accounting of County funds. Oversee development of bond issues, ordinances and other legal matters
- Attend all meetings of the Board of County Commission with the right to take part in the discussion and ensure preparation, appropriate publication, and distribution of the agendas for all meetings of the Board of County Commission.
- Represent the County as required in a court of law.
- Meet with and speak with community groups, citizens, and other public agencies about specific programs, services, policies, and other issues as needed; establish and maintain effective communication with media to keep citizens informed about the County's programs and progress.

JOB DESCRIPTION

County Manager

- Pursue legislative priorities, amendments and capital outlay requests on behalf of the County Commission.
- Cooperate with elected and appointed county officers in management of the county's affairs.
- Perform such other duties as from time to time may be required by the Board of County Commissioners.
- Must be able to often work irregular hours, attend early morning or evening functions, and be available by phone during non-office hours.

Required Knowledge of:

- Thorough knowledge of the legislative process, governmental systems, statutes and practices of the State of New Mexico.
- Pertinent federal, state and local laws, regulations and ordinances.
- Principles and practices of governmental budget preparation and administration to include public sector finance administration and fund-based accounting principles and practices.
- Investment fund management and municipal debt administration.
- Purchasing and materials management.
- Advanced administration and program management principles and practices.
- Contract negotiation and administration.
- Research methods and report presentation.
- Advanced arithmetical computations adequate to correctly perform work.
- Effective communication principles and practices including oral and written communication, public relations, and public speaking.
- Modern office procedures, methods, and equipment including computers and computer applications
- Proper English usage, spelling, grammar, and punctuation.
- Principles of business letter writing.
- Principles of customer service and public relations.
- Principles of supervision, training, and performance evaluation.

Required Skill in:

- Administering and managing operations and finances of a local government entity.
- Effectively using management techniques and practices.
- Developing and implementing organizational goals and objectives.
- Applying advanced principles and practices of governmental budget preparation and administration.
- Exercising sound judgment in developing and recommending policy and courses of action to the Board of County Commissioners; and, in interpreting policies and procedures sufficient to administer, discuss, resolve, and explain them.
- Effectively coordinating and implementing the policies and directives of the Board of County Commissioners and administering corresponding program activities of departments and divisions.
- Establishing and maintaining good working relationships with elected officials, management staff, boards, community organizations, other government agencies and the general public.
- Planning, creating and developing opportunities for the County.
- Working effectively in a culturally and socially diverse environment.
- Pursuing and securing federal funding from congressional delegation and federal agencies.
- Exceptional proficiency and thorough knowledge in the following areas:
 - a) Effective verbal and written communication in English
 - b) Preparation and management of budgets in excess of 32 million dollars.
 - c) Governmental accounting principles and intergovernmental funding relationships.
 - d) Legal procedures including personnel matters, collective bargaining, bond issuance, risk management, contracts, ordinances, resolutions and agreements.
 - e) Mediation, conflict resolution and consensus building.
 - f) Management of multiple projects, activities and staff.
 - g) Infrastructure development and financing.
- Reading, analyzing, interpreting, and applying technical and financial reports, and legal documents.
- Responding to inquiries or complaints from customers, regulatory agencies, audit firms, or members of the business community.
- Making effective and persuasive speeches and presentations on controversial or complex topics.
- Analyzing policy and making effective decisions.

JOB DESCRIPTION
County Manager

- Negotiating and administering contracts and agreements.
- Evaluating processes and procedures for improvement and cost-effectiveness.
- Working with equipment, tools, and materials required in area of assignment.
- Effectively utilizing personal computer software programs and other relevant software affecting assigned work.
- Supervising, leading, and delegating tasks and authority.

Physical Demands / Work Environment:

- Work is performed in a standard office environment.
- Essential and supplemental functions may require maintaining physical condition necessary for sitting, walking or standing for prolonged periods of time, stooping, and lifting books or files of approximately 25 pounds or less.
- Work frequently involves extended periods of time viewing a computer monitor and operating a keyboard.
- Work regularly requires speaking, hearing and utilizing a phone, calculator, cell phone, copier or fax machine.
- Occasionally may be exposed to potential physical harm and/or infectious disease when dealing with the public or attending public events.
- Operates a County vehicle as necessary to attend meetings and perform related job duties.

I _____(Print Name) have reviewed the above job description and understand that the Essential Duties describe only the general nature, level, and type of work performed by the incumbent(s) assigned to this classification and are not intended to be an exhaustive list of all responsibilities, demands, and skills required of personnel so classified. I understand the demands and expectations of the position as described above and to the best of my knowledge believe that I can perform these duties with or without reasonable accommodation.

Job descriptions are not intended to and do not imply or create any employment, compensation, or contract rights to any person or persons. Management reserves the right to add, delete, or modify any and/or all provisions of this description at any time as needed without notice. This job description supersedes earlier versions.

Employee Signature

Date



**Sandoval County
CERTIFICATION OF VETERAN'S STATUS**

TO RECOGNIZE VETERAN STATUS THIS FORM MUST ACCOMPANY YOUR JOB APPLICATION

The purpose of this form is to allow job applicants the opportunity to identify themselves as veterans and certify their status as a veteran who has an honorable discharge from the military, or to verify that they are a member of the National Guard or Reserve who has successfully completed basic training.

A veteran who has certified/verified their status, AND is determined by Sandoval County Human Resources to meet or exceed the Minimum Qualifications as identified in the position for which the applicant has applied, shall be identified as a qualified veteran on the hiring list. If there are more than four qualified veteran applicants for a position, a minimum of four veterans shall be interviewed.

NAME (Please print): _____	JOB REQ # _____
ADDRESS: _____	PHONE: _____
EMAIL: _____	PHONE; _____
I AM APPLYING FOR (Position Title): _____	

PLEASE COMPLETE THE FOLLOWING:

1. Have you ever served in the United States Military, National Guard or Reserve? YES NO
2. Did you receive an honorable discharge? YES NO
3. Are you a member of the National Guard or Reserve who has successfully Completed basic training? YES NO
4. **Attach a copy of your DD214 or DD215 Form and/or proof of your Active, Guard or Reserve enlistment to certify your veteran status.**

Please ensure your job application clearly indicates your military experience including job duties and/or responsibilities as well as any education/training experience.

Sandoval County does not guarantee that a veteran will be hired for a position for which he/she applies. Veterans will be given an interview pursuant to the conditions stated above for positions for which they meet or exceed the Minimum Qualifications of the position as identified in the Job Posting. Please call Human Resources at (505) 867-7505 if you have any questions.

Signature

Date