

THE CITY OF PORTALES, NEW MEXICO

POSITION POSTING #2014-037

POSITION: CITY MANAGER
DEPARTMENT: ADMINISTRATION
STATUS: EXEMPT, AT-WILL
REPORTS TO: MAYOR AND CITY COUNCIL
SALARY: COMMENSURATE WITH EXPERIENCE; NEGOTIABLE BEGINNING AT \$83,000

GENERAL DESCRIPTION:

Under minimal direction from the Mayor and City Council, the incumbent of this position performs responsible administrative and supervisory duties for the City of Portales. Chief Executive Officer for the City, responsible for the operation of the City organization under the direction of the Mayor and City Council including supervision of the departments and 150 employees and a \$28.7 Million budget. The incumbent is expected to function independently and work assignments are seldom reviewed by a supervisor except via reports, presentations or at the completion of project

The incumbent is faced with complex and varied problems and must utilize discretion, ingenuity, creativity, and independent judgment. The incumbent has regular contact with persons outside the City requiring tact, diplomacy and problem solving; making formal presentations; interpreting policies and procedures based on experience; providing interpreting policies and procedures based on experience; providing counseling, negotiations or mediation techniques as appropriate.

TASKS AND RESPONSIBILITIES:

1. Ensures City government operates and functions effectively to serve the needs of Portales residents and stakeholders.
2. Ensures that all laws and city ordinances are faithfully performed and/or enforced.
3. Plans, organizes, controls, integrates and evaluates the work of all City departments and subdivisions to ensure that operations and services comply with the policies and direction set by the City Council and all applicable laws and regulations.
4. Ensures development and execution of the City's strategic plan.
5. Administers and supervises programs, policies and operational procedures for the conduct of all aspects of the business of the City.
6. Directs, controls, and coordinates the activities of the various City departments and divisions.
7. Represents the City to outside organizations, agencies, State, Federal, and County governmental entities.
8. Performs other administrative functions as required by statute and/or directed by the City Council.
9. Prepares or oversees the preparation of agendas for City Council and Council committees, boards and commissions (in conjunction with the mayor).
10. Attends meetings and participates as staff to Council or committee meetings.
11. Keeps the Council apprised of legislative, regulations and policy issues impacting the City.
12. Prepares letters, reports, and other documents for internal and external use by staff, City Council and outside agencies.
13. Works with the Planning and Zoning Committee and the Building Inspector to plan for future development of the city.
14. Directs and oversees the creation and maintenance of comprehensive, effective human resource management programs and policies under the City Council's and Mayor's guidance.

15. Participates in discipline, hiring, performance appraisal, employer/employee relations, training, pay and benefits, risk management, safety, workers' compensation, negotiations and contract administration, EEO complaints, and other such personnel functions.
16. Develops and provides rewards incentives to recognize performance.
17. Assures the efficient, economical, and effective controls over the creation, distribution, organization, maintenance, use, protection, retention and disposition of all City records.
18. Oversees the preparation of press releases and materials for dissemination to the media and the public; maintains effective relationships with the media.
19. Monitor and oversee all aspects of grant activities, i.e., proposal, budget , reports, billing, etc.
20. Supervises, prepares and presents the annual budget to the Council.
21. Oversees the administration of the budget to assure that activities are conducted within its limitations and that revenues match expenditures.
22. Oversees major purchases and timeliness of purchases.
23. Meets with vendors, architects, engineers, and representatives of organizations doing business with the City.
24. Assures that all necessary public safety operations; i.e., police, fire, emergency management and the staff of municipal court programs, policies and procedures, services, and measures are developed and maintained to protect the City, its citizens and property.
25. Handles citizens' complaints and requests for service or information.
26. Determines source of complaint, directs complaint or problem to appropriate department and follows up on responses.

KNOWLEDGE, EXPERIENCE, AND SKILLS:

1. Knowledge of supervisory, management, and public administration principles and practices.
2. Knowledge of municipal finance and municipal budget administration.
3. Knowledge of the requirements of federal and state law effecting municipal governance.
4. Ability to develop, interpret and administer legal and quasi-legal guidelines and rules.
5. Ability to establish and maintain effective working relationships with the governing body, fellow employees and the general public.
6. Considerable knowledge of modern policies and practices of public administration.
7. Skill in preparing and administering municipal budgets; skill in planning, directing and administering municipal programs.
8. Ability to prepare and analyze comprehensive reports; ability to carry out assigned projects to their completion; ability to communicate effectively orally and in writing; ability to establish and maintain effective working relationships with employees, city officials and the public; ability to efficiently and effectively administer a municipal government.
9. Skill in effectively communicating with people of diverse cultural and educational backgrounds, including appointed and elected officials and employees.

EDUCATION

Graduation from an accredited four year college or university with a bachelor’s degree in Business Administration, Public Administration, Public Management, Political Science or a related field with five years management experience as a municipal administrator with at least 7-8 years of progressively responsible administrative experience in the public sector; preferably the municipal sector. An MPA or MBA is preferred.

OTHER QUALIFICATIONS

1. Must have necessary administrative experience in budgeting/finance; in personnel/labor relations; in overseeing public works contracts, purchasing; and public safety concerns.
2. Must have had at least three years in a responsible supervisory position or as an Assistant City Manager in a comparable or larger community.
3. Municipal management experience preferred.
4. Eligible for a New Mexico driver’s license within 30 days of hire.

COMMENTS ON PHYSICAL/MENTAL REQUIREMENTS:

The job is an office-type job with many mental demands. Must be able to read complex reports and documents with various prints or writing styles. Must have the hearing and speaking ability to communicate in normal conversation to staff, the public and City Council both in person and on the phone. Must be able to balance conflicting work demands and pressures while remaining professional and optimistic.

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WORK SCHEDULE:

Exempt, at-will position, not subject to overtime pay. Will frequently be required to attend night meetings, and subject to call out in emergency situations, nights and weekends.

DEADLINE TO SUBMIT APPLICATION:

Deadline to submit application is Friday, October 31st by 5:00 p.m. Applicant should submit resume and letter of interest to sjohnson@portalesnm.gov. Applicant needs also to submit required application available at City Hall or on-line at www.portalesnm.gov.

The City of Portales is an Equal Opportunity Employer.