

City of Santa Fe, New Mexico

P.O. Box 909, 200 Lincoln Ave
(505) 955-6597 Fax (505) 955-6810

www.santafenm.gov



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|-------------------------|--------------------------------------|---------------------------|----------------------------|
| POSITION TITLE | Administrative Manager (1786) | SALARY RANGE: | \$21.436-38.553 (L) |
| DEPARTMENT | Land Use | FLSA/UNION STATUS: | Exempt/Nonunion |
| PERIOD TO APPLY: | 3/16/2018-4/16/2018 | POSITION STATUS: | Exempt/Full-Time |
| SUPERVISOR: | Department Director | LOCATION: | Land Use |

GENERAL DESCRIPTION

To manage, support and provide oversight for fiscal and daily operations of administrative functions.

SUPERVISION RECEIVED

Works under the general guidance and direction of Department or Division Director.

SUPERVISION EXERCISED

Provides close to general supervision of administrative staff.

NATURE OF WORK

ESSENTIAL FUNCTIONS: *The list of essential functions, as outlined herein, is intended to be representative of the tasks performed within this classification. It is not necessarily descriptive of any one position in the class. The omission of an essential function does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.*

Controls and reconciles expenditure and revenue budgets; maintains records; creates reports; and assists auditors with annual audits.

Monitors, tracks, records, and prepares monthly/quarterly/annual financial and statistical reports; prepares mid and annual budgets and prepares BAR's, and adjusted journal entries.

Prepares and submits reports, agendas, information packets, requests for proposals, contracts, leases, agreements, policies and procedures and other items as necessary.

Performs office administration and managerial support duties such as: assisting with personnel issues, conducting meetings, and timesheet/payroll maintenance.

Oversees purchasing operations and accounts payable/accounts receivable operations.

Develop policies and procedures.

Maintains records and inventory as needed.

Acts as a liaison between staff, federal, state and local governmental agencies, boards, committees, tenants, contractors, service providers, aircraft operators, passengers, the City Council, associations, boards/committees, court officials, city prosecutors, district attorney's office, and the public, as required.

Prepares employees PADP's and handles all confidential correspondence, including drug tests, disciplinary forms, personnel matters, actions, notices, criminal history record checks, and security threat assessments.

Represents the City in arbitration and/or Court proceedings, as necessary.

Manages special projects and/or events, develops, implements, and recommends policy and/or procedural changes.

Functions as a member of the management team; performs duties of subordinates as necessary.

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MINIMUM QUALIFICATIONS

EDUCATION AND EXPERIENCE

Bachelor's Degree in business administration or field related to area of assignment.

AND

Three (3) years' experience in performing essential functions in area of assignment, and at least two (2) years of which must be in a supervisory capacity. Experience working in a union environment preferred.

OR

An equivalent combination of education and experience.

KNOWLEDGE, SKILLS, AND ABILITIES

Must be Knowledgeable in computer applications including JD Edwards, Windows NT, Microsoft Word, Microsoft Excel, Publisher, Internet Explorer, and graphic software. As well as specific department software.

Skill in effective oral and written communications.

Demonstrated Ability to plan, schedule, direct, supervise and review performance of subordinates. Demonstrated ability to analyze situations and take effective action. Ability to establish and maintain effective working relationships with other city employees, public officials, federal, state, and local agencies, and the general public.

Physical Demands/Work Environment

Work is performed both in an office setting and in the field, sometimes in inclement weather. Requires close exposure to VDT's, CRT's and UV rays. Potential for exposure to loud noises and chemicals exists. Good hearing and visual acuity required. May be required to work evenings and/or weekends

ADA/EEO Compliance

The City of Santa Fe is an Equal Opportunity Employer. In compliance with the American's with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective employees and incumbents to discuss potential accommodations with the employer.

VETERAN'S HIRING INITIATIVE

Pursuant to City of Santa Fe Resolution No. 2013-079, the City of Santa Fe Human Resources Department (HRD) has implemented a Veterans' Hiring Initiative policy in order to provide opportunities for veterans who meet or exceed the minimum qualifications for city employment to obtain City employment. The Governing Body does not guarantee that a veteran shall be hired for the position being applied for, only that the veteran will be given an interview; and, it does not intend to supersede or modify any collective bargaining agreement that is currently in place with the City of Santa Fe.

Job applicants who are veterans who have an honorable discharge from the military or are members of the National Guard or Reserve who have successfully completed basic training, must use the Veteran Certification Form to identify themselves and then must attach a copy of their DD214 or DD215 and/or their proof of current Active, Guard or Reserve enlistment in order to certify their status.

TO APPLY: Resumes will not be accepted in lieu of the city application form. Submit City of Santa Fe Application by one of the following methods: Fill out application at Human Resources Department, City Hall, 200 Lincoln Avenue, Santa Fe, NM; mail application to P.O. Box 909, Santa Fe, New Mexico 87504-0909; or fax application to (505) 955-6810. Applications may be downloaded from our website: www.santafenm.gov; or apply online at www.santafenm.gov. Applications become public record upon receipt and may be made available for public inspection upon request.

When required of the position, attach a copy of certification(s) or license(s). Copies of high school diploma/GED & college degree must be provided at time of interview. Pre-placement physical exams are required for some positions. **Incomplete applications may delay or exclude consideration of your application.**