

City of Santa Fe, New Mexico

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

www.santafenm.gov



POSITION TITLE City Manager (25)
DEPARTMENT General Government
PERIOD TO APPLY: 3/16/2018-4/16/2018
SUPERVISOR: Mayor/Governing Body

SALARY RANGE: \$42,989-71,168 (\$)
FLSA/UNION STATUS: Exempt/Nonunion
POSITION STATUS: Exempt/Full-Time
LOCATION: City Hall

GENERAL PURPOSE

Designated as the chief administrative and contracting officer of the city, and shall be accountable to the governing body for the proper administration of all of the city's affairs and for the timely and efficient delivery of services to the public.

SUPERVISION RECEIVED

The City Manager shall serve at the pleasure of the Governing Body.

SUPERVISION EXERCISED

Supervises the activities and operations of the various departments established by the Governing Body, and efficiently manages the administrative operations of the city.

ESSENTIAL FUNCTIONS (A position may not include all of the duties listed, nor do the listed examples include all duties, which may be found in a position of this class.)

Provides highly responsible administrative staff assistance to the Governing Body and directs specific and comprehensive analyses of a wide range of municipal policies.

Investigates the affairs of the city or of any department or division. Investigates all complaints in relation to matters concerning the administration of city operations.

Appoints and when necessary, suspends or removes employees, except as otherwise provided by the City Charter or law.

Directs and confers with senior staff concerning administrative, operational and organizational issues.

Develops, recommends, administers, interprets and enforces policies and procedures.

Directs and participates in the preparation of a wide variety of studies, reports, contracts, agreements, agendas, correspondence, resolutions and ordinances.

Coordinates City activities with other governmental agencies and outside organizations; appoints administrative committees for coordination of services and activities.

Responds to and resolves difficult and sensitive citizen inquiries and complaints.

Carries out, expeditiously and efficiently, the programs and policies adopted by the Governing Body and oversees the enforcement of City ordinances and resolutions; monitors all contractual agreements with franchises and contractors.

Attends all meetings of the Governing Body and of committees thereof, or sends his/her delegate, and shall participate in the discussion of all matters pertaining to the administrative affairs coming before the Governing Body or such committees.

Directs the development, presentation and administration of the City budget; prepares and oversees funding requests needed for staffing, equipment, materials, and supplies; monitors revenues and expenditures; and implements midyear budget adjustments.

Keeps the Governing Body regularly informed of the financial condition of the city and makes recommendations with respect to needed expenditures.

Recommends to the Governing Body, adoption of such measures that may be deemed necessary or expedient for the health, safety and welfare of the community or for the improvement of administrative or departmental functions and services.

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Ensures that the city's collective bargaining management teams are provided direction as to their authority to negotiate in good faith based on executive sessions held with the Governing Body prior to the annual negotiations.

Communicates orally, and in writing, with customers, the press, general public, civic groups, and the Governing Body to solve concerns, answer questions and/or problems, and to present programs and information.

MINIMUM QUALIFICATIONS

EDUCATION AND EXPERIENCE:

Possession of a Bachelor's degree in Management, Political Science, Business or Public Administration or similar field from an accredited college and at least eight years of increasingly responsible administrative and managerial experience in planning, organizing, directing and overseeing large programs either for a municipality or for a public sector agency. A Master's Degree is desirable.

OR

Ten years of increasingly responsible administrative and managerial experience in planning, organizing, directing and overseeing large programs for either a municipality or for a public sector agency.

AND

Bi-lingual a plus.

KNOWLEDGE, SKILLS, AND ABILITIES:

Considerable knowledge of federal, state and local laws, regulations and policies, city rules, ordinances and collective bargaining agreements. Knowledge pertaining to finance and budget, public sector personnel administration and public sector labor relations, equal employment opportunity, affirmative action, federal guidelines, and job classification and compensation. Extensive knowledge of the principles, theories and practices of modern executive and administrative planning, management and control. Knowledge of Northern New Mexico culture and traditions.

Considerable skill: Excellent management skills and the ability to prepare monitor and administer a 200 plus million dollar budget. Must be able to interpret financial information to assess the fiscal condition of the City; and to determine the cost-effectiveness of programs and be able to compare alternative strategies.

Ability to present complex ideas effectively, both orally and in writing and to establish effective working relationships with elected officials, staff, local jurisdictional partners, tribal officials, and the general public. Ability to plan, organize, coordinate, prioritize, assign and evaluate the work of department directors, Assistant City Manager and support staff. Provide executive leadership for the provision of City services and functions; coordinate the work of City departments among themselves and with related Federal, State, County and other local agencies; plan for future development, maintenance and expansion of public services. Ability to write comprehensive reports using statistical analysis; ability to understand the budgeting process. Ability to assess governmental operations to ensure effectiveness, efficiency and public convenience. Ability to shape and implement policy direction.

SPECIAL QUALIFICATIONS:

The City Manager shall take the oath prescribed by subsection 2-7.1 and shall furnish a surety bond in the sum of twenty-five thousand dollars. (\$25,000). Such bond shall be conditioned on the faithful performance of his/her duties. The premium of the bond shall be paid by the city.

WORK ENVIRONMENT:

Work is performed in an office setting; requires evening and/or weekend hours and attendance at city meetings.

May be exposed to UV, CRT and VDTs. Requires ability to sit or stand for extended periods.

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.

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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.