

# City of Santa Fe, New Mexico

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

[www.santafenm.gov](http://www.santafenm.gov)



**POSITION TITLE** Community Services Director (637)  
**DEPARTMENT** Community Services  
**PERIOD TO APPLY:** 3/16/2018-4/16/2018  
**SUPERVISOR:** City Manager

**SALARY RANGE:** \$37,975-64,879 (R)  
**FLSA/UNION STATUS:** Exempt/Nonunion  
**POSITION STATUS:** Exempt/Full-Time  
**LOCATION:** Market Station

\*\*\*\*\*

## GENERAL PURPOSE

Performs a variety of managerial and administrative duties related to the direction and supervision of the staff and operations of the library, senior services, and community development divisions.

## SUPERVISION RECEIVED

Works under the very general and indirect supervision of the City administration.

## SUPERVISION EXERCISED

Provides close, general, and indirect supervision to department staff as needed.

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

Directs staff associated with city grant activities; including, Community Development Block Grant Program, HUD Rental Rehabilitation Program, economic development, affordable housing, children and youth programs, senior services programs, and library services; interviews, selects, trains, and evaluates the performance of department personnel; plans, conducts, and supervises training programs.

Participates in the development and administration of policies related to the responsibilities, goals, and objectives of the department; coordinates with other City departments and other public agencies in planning for program, operational, and maintenance needs and priorities; sets priorities, identifies goals and objectives, and identifies and allocates needed resources.

Coordinates programs and facility use with public and private agencies, individuals, committees, and user groups; works with news media in publishing and informing public of department functions.

Prepares and delivers presentations to City Council, committees, or community groups; conducts research and prepares statistical reports, annual, and long-range plans; acts as liaison to various Council committees and boards as directed by the City Manager.

Prepares department's annual budget recommendations and administers approved budget; keeps and maintains records; prepares program reports; and performs related duties as designated by the City Manager.

## MINIMUM QUALIFICATIONS

### EDUCATION AND EXPERIENCE:

Graduation from an accredited college or university with a Masters Degree in public administration, business administration, social services, or related field;

**AND**

Eight (8) years of progressively responsible experience in a related field, two (2) years of which must have been in a supervisory capacity;

**OR**

An equivalent combination of education and experience.

### KNOWLEDGE, SKILLS, AND ABILITIES:

**Demonstrated skill in:** effective communication and interpersonal relations.

# City of Santa Fe, New Mexico

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

[www.santafenm.gov](http://www.santafenm.gov)



**Ability to:** plan, schedule, direct, supervise, and review the performance of subordinates in a manner conducive to productivity and high morale; make operational policy recommendations to increase department's effectiveness; analyze situations and take effective action; conduct research, prepare statistical reports, and make written or verbal presentations of same; prepare and deliver presentations to City Council, city boards and committees, and groups interested in the provision and development of human services in the community; maintain confidential information; act in an independent, conscientious manner with sound judgment; work with minimal supervision.

## **SPECIAL QUALIFICATIONS:**

None.

## **WORK ENVIRONMENT:**

Work is performed in a typical office setting and in the field. Tasks require a variety of physical activities not generally involving muscular strain. Periodic walking, standing, stooping, bending, sitting, and reaching are required in the normal course of essential job duty performance. Speaking, hearing, and seeing are essential to the effective performance of position tasks. Common eye, hand, and finger dexterity are required for most essential functions. Mental application includes memory utilization, emotional stability, discriminative thinking, and creative problem solving. Periodic travel required. Some evening or weekend hours and occasional attendance at evening meetings necessary.

## **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.**