

# 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** Deputy City Manager (86)  
**DEPARTMENT** General Government  
**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:** City Hall

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## GENERAL DESCRIPTION

Serves as the City's second ranking administrative officer and automatically serves as the Acting City Manager in the Manager's absence. This position exists to provide staff support to the City Manager and City Council. The duties of this position include assisting City Manager in finding innovative and creative solutions to operational issues and championing new and existing initiatives that streamline operations, enhance performance and improve customer service across the city directing the activities of City departments and offices based on general direction and policy of the City Manager. The Assistant City Manager interprets Council and management policies for other employees of the City and other interested parties. The incumbent resolves problems or conflicts that may arise in City government, helps establish good management practices and develops a collaborative work environment for citywide innovation. Works with Council regarding strategic plan analysis and effectiveness of service and funds throughout the City. Duties of this position are carried out with wide latitude, judgment and discretion.

## SUPERVISION RECEIVED

Works under the general guidance and direction of the City Manager

## SUPERVISION EXERCISED

May oversee and supervise assigned 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.*

Provides general assistance to the City Manager.

Interprets policies and provides staff direction on policy as well as policy and procedural revisions;

Carries out the City Manager's directives regarding interpretation of policies and represents the City Manager in resolving problems and conflicts within City government;

Investigates and reports to the City Manager on questions of interdepartmental procedures or interpretation of responsibility;

Performs complex administrative work in planning and managing innovation throughout the city;

Leads citywide effort to improve operations, decrease turnaround times and streamline workflow processes;  
Develops strategic and operational short-term and long-term plans with clear objectives, goals, outcomes and performance measures;

Establishes and maintains systems for measuring, monitoring and reporting on citywide operational and management performance;

Meets with the Mayor and/or Council at regularly scheduled policy and planning sessions or committee meetings;

Assists in planning, coordinating, and directing work relating to the preparation of the City Manager's budget;

Studies departmental organization and procedures and recommends changes when required;

Supervises research, procedural and administrative studies and preparation of reports embodying proposed or recommended solutions or courses of action;

Directs staff in preparation of City Council meeting agendas and follow-up actions resulting from Council or committee meetings;

Coordinates various activities across departmental lines;

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## **MINIMUM QUALIFICATIONS**

### **EDUCATION AND EXPERIENCE**

Graduation from an accredited college or university with a Bachelor's Degree or concentration in Business, Management, Public Administration, or related field;

### **AND**

Ten years of progressively responsible governmental experience working for either a municipality or at the state level in which the above related essential functions have been performed and of which four years were in a supervisory capacity;

### **OR**

Master's Degree in Business, Public Administration, Public Management, or related field is desired and can be substituted on a one to one basis in lieu of two years of experience

### **ADDITIONAL REQUIREMENTS**

Must possess a valid driver's license.

### **KNOWLEDGE, SKILLS, AND ABILITIES**

**Considerable knowledge of:** public administration principles, with particular reference to municipal administration including the basic principles of organization, public personnel administration, management and budget preparation. Knowledge of the organization and functions of the City's governmental units and of research techniques and the sources and availability of information with particular attention to planning, organizing and directing comprehensive administrative and management services. Must have experience and understand the principles and methods of strategic planning, performance measurement and process improvement

**Considerable skill in:** analytical thinking and have a clear understanding of local governmental processes and procedures. Must be able to reconcile different viewpoints and make constructive policy recommendations.

**Ability to:** address an array of problems associated with the day-to-day operation of municipal government, to analyze a variety of administrative problems, make sound recommendations as to their solution, and prepare working procedures. Ability to maintain effective working relationships with the City Manager, Mayor and City Council, Department personnel, special interest groups and the general public. Ability to perform a broad range of supervisory responsibilities over others. Must have excellent communication skills, both orally and in writing and be able to make presentation to the governing body, various committees and to the public.

### **Physical Demands/Work Environment**

Incumbent of the position performs in a typical office setting with appropriate climate controls. Periodic walking, standing, stooping, sitting, reaching, required in normal course of performing essential duties. Talking, hearing and seeing essential to effective performance of the job. Common eye, hand, finger dexterity required for most essential functions. Mental application utilizes memory for details, verbal instructions, discriminating thinking and creative problem solving. Periodic local travel required in the normal course of job performance. Use of computer, telephone, calculator, fax and copy machine.

### **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**

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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.**