

# City of Santa Fe, New Mexico

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

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<b>POSITION TITLE</b>	<b>Executive Administrator (2 Positions)</b>	<b>SALARY RANGE:</b>	<b>\$25.937-46.231 (N)</b>
<b>DEPARTMENT</b>	<b>General Government</b>	<b>FLSA/UNION STATUS:</b>	<b>Exempt/Nonunion</b>
<b>PERIOD TO APPLY:</b>	<b>3/16/2018-4/16/2018</b>	<b>POSITION STATUS:</b>	<b>Exempt/Full-Time</b>
<b>SUPERVISOR:</b>	<b>City Manager/Mayor</b>	<b>LOCATION:</b>	<b>City Hall</b>

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## GENERAL PURPOSE

This position is responsible for providing highly responsible administrative support to the Mayor, City Manager and Governing Body.

This is an advanced administrative position and is distinguished from other administrative positions by the higher level complexity of assignments and broad scope of responsibility working with a high level of sensitive and confidential matters. Assignments require independent judgment and involve high-level interactions with executive management and the Governing Body.

Typical job duties include: leading special projects; conducting research and compiling information for reports; preparing correspondence; editing and proofreading correspondence; relaying instructions and information to department managers and ensuring follow-up; managing the Mayor's, City Manager's and Governing Body's schedule; coordinating meetings, events, and travel arrangements; screening phone calls, visitors, and mail determining urgency of request and directing to the appropriate contact; maintaining confidential records; answer inquiries regarding interpretation of policies and procedures; prioritizing matters needing the Mayor and/or City Manager attention

## SUPERVISION RECEIVED

General supervision from the Mayor and/or City Manager.

## SUPERVISION EXERCISED

Supervises lower level administrative support positions within the Mayor's and City Manager's Office.

## NATURE OF WORK

**ESSENTIAL FUNCTIONS:** *The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this position. Other duties may be required, assigned, and expected commensurate with the administrative needs of the city. 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.*

Prepares reports and verbal and written correspondence for the Mayor, City Manager and Governing Body;

Assists in setting the City Manager and Governing Body's schedules and travel arrangements.

Conducts managerial research and special projects as directed by Mayor, City Manager and Governing Body;

Coordinates the work of city committees and ensures all resulting work and information is accurately and expediently communicated to city leaders;

Builds effective working relationships with city leaders, department heads, and other city staff;

Responds to calls from the public by finding answers to questions and/or referring queries to appropriate department or city employee; follows-up to ensure issue has been appropriately addressed;

Assists Mayor and City Manager with strategic planning and issues relating to specific departments;

Ensures accurate and timely information flow between the City Manager and the Governing Body as well as other City departments;

Establishes effective working relationships with community representatives;

Provides information to constituent groups on behalf of the Mayor and City Manager;

Maintains regular contact with the Mayor and City Manager to keep them apprised of situations and issues;

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Composes correspondence dealing with issues and subject matter in ways that sometimes requires considerable sensitivity, discretion, judgment, or negotiation in replying to inquiries, and/or presenting or requesting information;

Communicates and coordinates regularly with appropriate others to maximize the effectiveness and efficiency of interdepartmental operations and activities.

Prepares, implements and maintains the annual budget for the Mayor's Office, the City Manager's office and the Governing Body.

## **MINIMUM QUALIFICATIONS**

### **EDUCATION AND EXPERIENCE**

Position requires a Bachelor's Degree in Public Administration, Business or related field; and Five (5) years of public sector experience, working with municipal management and/or Governing Body and community groups. One (1) year of experience in governmental research and finance administration or experience aiding a Governing Body and/or executive staff in technical and administrative problems and affairs.

Any equivalent combination of education, training, and experience, which provides the requisite knowledge, skills, and abilities for this job, may be substituted for evaluation at the discretion of city management.

### **ADDITIONAL REQUIREMENTS**

Will be required to pass a typing test with 45 WPM; Will be required to pass a Microsoft Office test with Intermediate levels of knowledge.

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

The principles and practices of public administration and government organizations;

City government operation, organizational structure, municipal management, Governing Bodies, and their functions;

Research and statistical methods and techniques used in public administration;

Ordinances, codes, and policies governing City operations;

General theories, principles, and techniques of both oral and written communication; and Local/regional affairs and issues.

Meet and deal tactfully and effectively with the public;

Perform simple mathematical calculations and perform multiple duties simultaneously;

Communicate effectively, both verbally and in writing;

Establish and maintain effective working relationships.

Work in a team environment under stressful conditions;

Explain complex problems and situations in an understandable manner;

Present information clearly and in an interesting manner, both verbally and in writing, for various audiences;

Listen well and communicate effectively with citizens and employees having varied educational backgrounds and values;

Deal tactfully with people and resolve conflicts;

Exercise resourcefulness in addressing problems;

Form a high level of trust with members of top management. the Governing body and city staff;

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Implement the Mayor and City Manager's goals and policies;

Approach tasks and activities in a flexible manner;

Work independently and perform tasks involving numerous details;

Communicate orally with customers, clients, and the public in face-to-face, one-on-one settings, in group settings, and using a telephone;

Produce written documents with clearly-organized thoughts with proper sentence construction, punctuation, and grammar;

Comprehend and make inferences from written material;

Develop creative solutions to complex problems;

Prepare and present accurate and reliable reports containing finds and recommendations;

Quickly learn and put to use new skills and knowledge brought about by rapidly changing information and/or technology;

Perform a wide variety of duties and responsibilities with accuracy and speed under the pressure of time-sensitive deadlines;

Demonstrate integrity, ingenuity and inventiveness in the performance of assigned tasks;

Operate a motor vehicle;

Operate a personal computer using program applications appropriate to assigned duties;

Communicate effectively both orally and in writing, with the public and other employees.

## **PERFORMANCE APTITUDES**

**Project Management:** Tasks require the ability to schedule, coordinate, and manage various projects of varying degrees of difficulty, size and complexity.

**Equipment, Machinery, Tools, and Materials:** Tasks require the ability to operate, maneuver, and/or control the actions of equipment, machinery, tools, and/or materials, commensurate with duties of the position.

**Social and Interpersonal Communication Skills:** Position requires professional social and interpersonal communication skills, including the ability to function in a major organizational unit requiring significant internal and external interaction.

**Reasoning:** Position requires functional reasoning skills enabling the analysis of major problems that necessitate complex planning for interrelated activities that can span one or several work units. Position requires situational reasoning skills allowing for the ability to exercise judgment, decisiveness and innovation in situations involving broader aspects of the organization.

## **Physical Demands/Work Environment**

Work is performed in an office setting. May be exposed to VDT's and CRT's. Requires light physical exertion including walking, standing, bending, and twisting. May be required to sit for long periods of time. Requires finger dexterity. Irregular hours may be required.

### **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.**