

County Manager

Division: Administration

FSLA: Exempt

Job Classification: Unclassified, Full-time Contract

Reports to: County Commissioners

Probationary Status: Appointed, Terminable-at-will

Safety Sensitive: No

SUMMARY OF JOB:

The County Manager is appointed by the Board of County Commissioners to implement the Board's decisions. The County Manager operates directly under the Board, serving the legislative function of the Board by providing research, information, and recommendations, and serving the executive function of the Board by providing management assistance. In addition, the County Manager is responsible for preparing the County budget, providing the board with the information they need for making decisions, implementing transparency measures, representing the County in intergovernmental relationships, coordinating the work of all County departments, resolving problems, and coordinating the overall administration of County Government.

ESSENTIAL FUNCTIONS:

The essential functions listed may not include all the duties of the position:

- Commission support, including provisions of timely, accurate, and sufficient information to the Board of County Commissioners (BOCC); planning and preparing of meeting agendas, execution of BOCC decisions and policies, and other services in support of the duties and responsibilities of the Board.
- Ensure the competent, courteous, and timely delivery of County services to the people of Union County.
- Ensure competent, timely, and ethical management, accounting, and reporting of County financial resources, including preparing and implementing the County budget, the procurement of goods and services on behalf of County government, and sound planning for the future integrity and adequacy of County resources.
- Preparation of the annual budget, including development, construction and submission.
- Serve as County Finance Director, overseeing financial operations of the County, including budgeting, accounting, and financial reporting.
- Collaborate with Department Heads and Elected Officials in the preparation of annual budget for review and approval by the BOCC, as well as ongoing monthly budget report and monitoring communications.

- Act as primary contact in all legal matters facing the County, working directly with the BOCC, legal, County insurance carrier (New Mexico Counties Insurance Authority), and other various parties to manage and resolve legal issues.
- Prepare contracts, grants, and commitments as may be authorized by the BOCC or established by policies.
- Directly supervise County operational and administrative departments; including Finance, Human Resources, Maintenance, Road Department, Emergency Management, Fire, and DWI.
- Direct all aspects of County government, overseeing County Departments, including personnel of the departments.
- Oversee the hiring, retention, and appropriate management, direction, compensation and supervisory support for the employees of Union County.
- Competent and cost-effective management, maintenance and replacement of the County's tangible resources.
- Serve as custodian of Union County buildings, facilities, and property.
- Form, maintain, and expand positive and effective partnerships and working relationships with other governmental entities and institutions.
- Effective follow up and leadership in the pursuit of new initiatives, policies, and priorities as they arise for the County, and at the direction of the BOCC.
- Guide, direct, and coordinate the operations of the County, with assistance of County staff, offices, and departments.
- Ensure compliance of all departments activities with Union County goals, objectives, policies, and procedures; as well as State and Federal laws.
- Exercise independent judgement within policy deadlines; evaluate and analyze issues, and recommend and coordinate solutions.
- Identify and monitor long and short-term goals and objectives, ensuring effective communication of issues and strategies.
- Develop, evaluate, and implement systems and standards for program evaluation, ensuring that County activities are in compliance with all laws, policies, and regulations.
- Monitor organizational operation; review and evaluate work methods and procedures. Develop and implement selected recommendations for improving County operations and processes
- Provide guidance and direction to Department Heads
- Direct complex and sensitive projects, including economic development, special interest programs, and grants.
- Develop and maintain effective working relationships with State legislature, Elected Officials, and local business and community leaders.
- Independently plan and perform work assignments, monitor organization and operations; review and evaluate work methods.
- Serve as Custodian of Public Records for Inspection of Public Records requests
- Actively work with and participate in various organizations, including the New Mexico Association of Counties (NMC,) the NMC Manager's Affiliate, local groups, agencies, and entities, State and Federal legislators, legislative interim committees, and various other agencies and organizations as they arise.

- Perform other duties as assigned or prescribed by the BOCC.

QUALIFICATIONS:

- Bachelor's Degree in Finance, Public Administration, Communications, Business Administration, or related field or equivalent combination of education and work experience sufficient to perform the duties of the position.
- Seven to ten (7-10) years of progressively responsible management experience, government experience preferred.
- Experience in Intergovernmental relations; communications with federal, state, and local governments and their agencies.
- Experience with budgets, budget preparation, and financial audits.
- Must possess a valid New Mexico Driver's License, or must obtain one within six months of relocation.
- Have not been convicted of, pled guilty to, or entered a plea of nolo contendere to any felony charge or, within the three-year period immediately preceding this application, to any violation of any federal or state law or local ordinance relating to: aggravated assault, theft, driving while intoxicated, controlled substances or other crime involving moral turpitude; and has not been released or discharged under dishonorable conditions from any of the armed forces of the United States.
- Must reside within Union County or relocate within 90 days of hire.

PROFESSIONAL REQUIREMENTS:

Following a conditional offer of employment, successfully complete background investigation which may include, but is not limited to: criminal records search, driving record screening, reference check, and employment verification

- Following a conditional offer of employment, successfully complete background investigation which may include, but is not limited to: fingerprinting, criminal record search, driving record screening, reference check, employment verification, and credit check.
- Complete annual education requirements as assigned or designated by certification requirements.
- Adhere to dress code, appearance is neat and clean.
- Report to work on time and as scheduled.
- Maintain regulatory requirements, including all state, federal and local regulations.
- Represent the organization in a positive and professional manner at all times.
- Comply with all organizational policies and standards regarding ethical business practices in accordance with The Governmental Conduct Act, NMSA 1978, Chapter 10, Article 16 ("GCA").
- Participate in performance improvement and continuous quality improvement activities.
- Conduct and/or attend meetings and in-services.

- Must be familiar with HIPPA, the Open Meetings Act, and the Inspection of Public Records Act.

WORK ENVIRONMENT:

- Work irregular hours including after hours as needed.
- Must be available 24/7, seven (7) days a week
- Work under stressful conditions and under extreme pressures.
- Work in varying degrees of temperature (heated or air conditioned).
- Position requires light to moderate work with 50 pounds maximum weight to lift and carry.
- Position requires reaching, bending, stooping, and handling objects with hands and/or fingers, talking and/or hearing, and seeing.
- Manual and finger dexterity.
- Hand and eye coordination.
- Corrected vision and hearing to within normal range.

KNOWLEDGE AND SKILLS:

- Broad government knowledge, including Federal, State, and County laws, rules, regulations, and legislative procedures.
- Knowledge of structure and functions of government policies and procedures.
- Knowledge of current, social, political, and economic trends within State and County government.
- Knowledge of principles and practices of legal, ethical, and professional rules of conduct.
- Knowledge of techniques and practices for efficient and cost-effective management of resources.
- Knowledge of public sector finances, revenues, taxation, budget, and grant protocols.
- Skill in planning, organizing, directing and controlling complex administrative services.
- Skill in effectively managing, leading, and delegating tasks and authority.
- Skill in prioritizing multiple tasks, projects, and demands.
- Skill in addressing institutional and cultural diversity, with successful experience and skill in working within cross-cultural and cross-jurisdictional situations.
- Skill in analyzing operational issues, evaluating alternatives, and making recommendations.
- Skill in investigating and analyzing complex and sensitive issues and complaints.
- Skill in effectively presenting information to public and professional audiences, and it effectively communicating verbal and written instructions.
- Skill in planning and implementing policies and procedures.
- Skill in establishing and maintaining effective working relationships, to be used with Elected Officials, staff, and the general public.
- Skill in commonly-used computer software, such as Microsoft Outlook, Word, Excel, and financial programs.
- Ability to work long/abnormal hours, including stressful situations



Revised 6/12/2024

General Sign-off

The employee is expected to adhere to all County policies, and to act as a role model in adherence to Union County policies.

The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities.

I have read, understood, and had the opportunity to ask questions regarding this position description.

Employee's Signature

Date