

COUNTY MANAGER
POSITION SPECIFICATIONS

POSITION TITLE: County Manager
REPORTS TO: Union County Board of Commissioners
WAGE LEVEL:
DATE JOB ANALYSIS COMPLETED: February 16, 2017
DATE JOB ANALYSIS REVIEWED:

****NOTE:** You are not required to disclose information about physical or mental limitations that you believe will not interfere with your capability to do the job. On the other hand, if you want the employer to consider special arrangements to accommodate a physical or mental impairment, you may identify that impairment in the space provided and suggest the kind of accommodation that you believe would be appropriate.

Minimum Qualifications

- Two-year business degree, or professional training equivalent to such, preferred.
- At least two years' work experience as an administrative assistant preferred.
- Valid New Mexico driver's license.
- Ability to understand and communicate in English.
- Proficient in typing, letter writing, spreadsheets and word processing.
- Knowledge of Governmental Accounting, creating financial documents
- Ability to perform the essential duties listed below.
- Ability to perform essential duties in the work conditions described below.
- Ability to work with the equipment, tools, materials, and work aids listed below.

Essential Duties

(Please initial each item to indicate whether you are or are not capable of performing that duty.)

Yes No

- ___ ___ 1. The county manager is responsible to take care of day to day county business. These duties may include, but not limited to procurement compliance, human resources and personnel matters, financial management knowledge and county budget preparation, grant writing and compliance with rules and regulations of financial management of grant administration, indigent care applications, county correspondence, accounts payable, bid preparation and related contracts, and emergency management.
- ___ ___ 2. Collect information and prepare agenda items for commission meetings; inform commissioners of upcoming meeting agenda items and any developments regarding County business as they develop.
- ___ ___ 3. Attend commission meetings and take notes on decisions made based on the agenda of topics and follow through with commissioners' instructions and decisions.
- ___ ___ 4. Inform commissioners in research pertaining to transportation, construction, and other projects involving the county.
- ___ ___ 5. Serve as liaison between the city manager and municipalities, departments within the county, county commissioners and other officials. Inform the commissioners of projects, issues, and concerns relating to these officials.
- ___ ___ 6. Verifying accuracy of contractor invoices, processing contractor payment requests, having contract changes authorized, completing progress reports, documenting county matching funds, and reviewing records of contractor employees that compliance with state and federal wage scale is followed.
- ___ ___ 7. Prepare for and implement various county programs.
- ___ ___ 8. Sub-Division, planning and zoning knowledge in property acquisition process. Knowledge of land acquisition and negotiation when necessary for various county business.

Yes No

- ___ ___ 9. Knowledge in negotiating and selecting architect/engineering and consulting services. Must have the ability to negotiate price agreements.
- ___ ___ 10. Prepare construction contracts and comply with labor standards requirements and negotiating contracts for construction projects.
- ___ ___ 11. Prepare contract bid packages, advertisements and bid openings as well as notices of contract awards and related conferences.
- ___ ___ 12. Prepare and execute the payroll process for 26 pay periods for County employees as well as any special payrolls as needed and all documentation to complete the process.
- ___ ___ 13. Prepare for the annual audit process. This includes but is not limited to payroll reconciliation, leave reconciliation, preparation of financial statements and inventory statements as well as any other information requested.
- ___ ___ 14. Correspondence with Fire District Chiefs with monthly financials and be available for questions from the Fire Chiefs.
- ___ ___ 15. Complete performance reviews at least once per year for personnel supervised by the manager, and approve and monitor annual and sick leave of these individuals.
- ___ ___ 16. Perform all duties with minimal supervision. May be required to work irregular hours, attend other job-related meetings, and perform other duties as assigned.
- ___ ___ 17. Employee must comply with the safety guidelines of the county.
- ___ ___ 18. Employee must complete new hire physical

FUNCTION ANALYSIS

(Please initial each item to indicate whether you are or are not capable of performing that function.)

Mental Functions

Yes No

- 19. Must be able to apply clerical and administrative knowledge and skills to wide variety of activities within County Manager's office.
- 20. Must be able to use reason and judgment in performing essential duties
- 21. Must be knowledgeable of the work of a receptionist and administrative aide, in order to effectively supervise their work.
- 22. Must be able to plan and prioritize own work as well as work of subordinates.
- 23. Must be able to read and write in English. Must be able to communicate orally in English.
- 24. Must be able to listen to and follow verbal directions in English. Must be able to give verbal or written orders in English.

Physical Functions

- 25. Must be able to sit for up to four hours at one time, and up to eight hours total per workday.
- 26. Must be able to stand and/or walk for up to four hours at a time, and up to eight hours total per workday.
- 27. Must be able to go up and down 25 step staircase up to 20 times per workday.
- 28. Must be able to bend at waist and twist/rotate if necessary, approximately 10 times per workday.

Yes No

_____ 29. Must be able to crouch and/or kneel for up to 1 minute at a time, up to 5 times total per workday.

_____ 30. Must be able to work with arms extended for short periods of time, typically no more than one-hour total per workday.

_____ 31. Must be able to work with arms bent for up to four hours at one time, and up to eight hours total per workday.

_____ 32. Must be able to lift up to 10 pounds to waist height up to 10 times total per workday.

_____ 33. Must be able to carry up to 10 pounds for short distances up to 10 times total per workday.

_____ 34. Must- be able to push/pull with arms with a force of less than 5 pounds up to 25 times total per workday.

_____ 35. Must be able to quickly and accurately coordinate use of hands, fingers, and eyes in use of computer keyboard.

_____ 36. Must be able to use hands and fingers to grasp and manipulate equipment and materials needed to perform essential job duties.

Working Conditions

_____ 37. Virtually all essential job duties are performed indoors. Worker may be required to be outdoors for brief periods of time while delivering information to other offices.

_____ 38. Indoor temperature is controlled to maintain comfortable work environment year-round. Worker is exposed to natural temperature and weather conditions when performing duties out of doors.

_____ 39. Work is largely conducted on an even, dry surface. Surface may be carpet or tile floor. Worker may be exposed to uneven, natural ground surfaces when performing duties outdoors, and may walk on surfaces such as concrete or asphalt.

- ___ ___ 40. Worker primarily works alone with or without explicit directions from supervisor. Worker consults with one other individual or with small groups of individuals, either on the telephone or in person, on a regular basis.

- ___ ___ 41. Potential work hazards include use of an automobile to perform duties outdoors, and the use of stairs.

Equipment, Tools and Materials

- ___ ___ 42. Telephone, calculator, keyboard, fax machine, copy machine, computer and binding equipment are typically used in the performance of essential duties.

- ___ ___ 43. An automobile is used occasionally, primarily while delivering packets of information or attending county business meetings, etc.

- ___ ___ 44. Materials handled include a wide variety of paperwork, to include contract bids, incoming and outgoing correspondence, reports pertaining to county matters, and miscellaneous files and records.

Employee Declaration:

I have read the above Position Specifications. I understand the demands and expectations of the position described and, to the best of my knowledge, believe I can perform these duties.

Name: _____ Date: _____