

**LUNA COUNTY  
JOB DESCRIPTION**

<b>POSITION TITLE:</b> County Manager	<b>SALARY RANGE:</b> \$95,000-\$125,000.00
<b>DATE POSTED:</b> 11/09/2018 @8:00 a.m.	<b>CLOSING DATE:</b> 12/10/2018 @ 5:00 p.m.

<b>DEPARTMENT:</b> Manager's Office	<b>FLSA:</b> <input checked="" type="checkbox"/> EXEMPT <input type="checkbox"/> NON-EXEMPT
<b>Location:</b> County of Luna	<b>Shift:</b> Monday – Friday 8:00 a.m. to 5:00 p.m.
<b>REPORTS TO:</b> Luna County Board Of Commission	<b>BARGAINING UNIT:</b> No
<b>FT REG</b> <input checked="" type="checkbox"/> <b>PT REG</b> <input type="checkbox"/> <b>TEMP</b> <input type="checkbox"/> <b>APPOINTEE</b> <input type="checkbox"/> <b>FT TERM</b> <input type="checkbox"/> <b>PT TERM</b> <input type="checkbox"/> <b>AT-WILL</b> <input checked="" type="checkbox"/> <b>OTHER</b> _____	

<b>Approved:</b> _____	_____
<b>Chair of BOCC</b>	<b>Date</b>

Luna County is situated in southwest New Mexico and Deming is the County seat. Luna County is a transportation hub with three railroads, an Interstate Highway and an airport with a 6,626 foot long asphalt-surfaced runway. Luna County has a population of 25,095 and shares a 54-mile border with the Republic of Mexico. A large modern International Port of Entry located three miles south of the Luna County Village of Columbus on State Highway 11, provides 24-hour per day service between the Mexican State of Chihuahua and the U.S. market for a variety of agricultural products. Luna County has a proud and successful heritage in farming and ranching and a value added agricultural processing industry. Luna County's geography makes it an ideal location for production of solar, wind and bio fuels alternative energy.

**GENERAL PURPOSE:**

Under the direction of the Luna County Board of Commissioners, the County Manager serves as the Chief Administrator for Luna County and is the Board's primary link to the operations of county government providing leadership, management organization, direction and supervision of all operations and activities that fall under the authority of the Board of County Commissioners. The Manager demonstrates strong ethical, professional, and service oriented leadership. The Board of County Commissioners is responsible for establishing the policy direction and goals of Luna County; the Manager is responsible for the implementation of the Board's policies and goals. The Manager is responsible for the training, performance management, and morale of the department that fall under the authority of the Board. The Manager develops the County's annual operating budget for adoption by the Board of Commissioners. The Manager formulates administrative and comprehensive plans to serve the current and future needs of the County for adoption by the Luna County Board of Commissioners. The Manager works cooperatively and jointly with the Board of County Commissioners and the other Elected Officials of Luna County to accomplish the mission of Luna County government.

**SUPERVISION RECEIVED:**

Works under the broad policy guidance and direction of the Luna County Board of Commissioners.

**SUPERVISORY RESPONSIBILITIES:**

Manages 14 Department Heads, and indirectly manages up to approximately 280 full and part-time employees.

**MINIMUM QUALIFICATIONS:**

- Bachelor's degree in Public Administration, Business Administration, Management, Political Science or related field or a Minimum of three (3) years' experience as County Manager, Assistant County Manager, City Manager, Assistant City Manager, Chief Executive Officer of Management level for public or private entities will be considered
- Experience with County or City budgets and the budget preparation process; ability or experience managing multi-million dollar budgets
- Valid New Mexico drivers' license

**PREFERRED QUALIFICATIONS:**

- Experience in Intergovernmental or interagency relations; communications with federal, state and local governments and their agencies
- Experience with elected officials, official responsibilities, limitations on authority of elected officials and the special problems confronting elected officials
- Experience with public meetings and public hearings
- Experience with procedures for conducting business in public meetings and with the "Open Meetings Act" and requirement for closed meetings; Experience in providing Notice of Public Meetings
- Legislative experience, knowledge of legislative priorities, awareness of upcoming issues that impact counties, employees, land use, water, detention centers, and community projects, etc.
- Ability to research funding, grants and monies
- Knowledge of bond issues, resolutions, ordinances, memorandums of agreements, professional services agreements, contracts, etc.
- Working knowledge of issues impacting county government; including county growth issues
- Conflict resolution skills

Ability to express oneself clearly and effectively in oral and written form

- Ability to provide leadership with strong persuasive presentation skills
- Knowledge of modern principles, methods, and techniques of administration and program planning

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Oversees aspects of county government including public works, detention centers, code enforcement, administrative services, finance, indigent services, human resources and the legal department
- Meets with division directors to discuss programmatic and overall operations
- Meets with Luna County Board of Commissioners and private sector to discuss programs and projects, and to deal with public concerns
- Directs and coordinates administration of county government in accordance with policies determined by Luna County Board of Commissioners
- Directs and advises department directors, department heads and staff on various issues, projects and programs
- Prepares/directs preparation of annual budget; submit estimates to authorized elected officials for approval; oversee budget in its entirety
- Prepares contracts, grants, and commitments as may be authorized by Luna County Board of Commissioners by established policies
- Plans for future development to provide for population growth and expansion of public services
- Enforces all ordinances rules, regulations, and policies enacted by Luna County Board of Commissioners
- Represents the County as required in the court of law
- Confers with legal counsel in the development of bond issues, ordinances, and other projects
- Attends all meetings of Luna County Board of Commissioners unless excused by Luna County Board of Commissioners, serves as an ex-officio member of such boards, commission, committees or authorities as directed the by Luna County Board of Commissioners
- Confers with officials and community groups and conducts public communications campaigns, to gather input from citizens of the County regarding the quality of county services
- Presents the need for change in ordinances and policies as proposed by the County Board of Commissioners
- Is responsible for audit compliance
- Assists with union negotiations
  
- Maintains a County government operation that is progressive, modern, and fully compliant with all applicable government standards and regulations in its approach to delivering services. Demonstrates continuous efforts to improve operations, decrease turnaround times, streamline work processes and work cooperatively and jointly to provide quality seamless customer service
- Meets regularly with Department Heads to provide direction and guidance
- Analyzes and evaluates issues and proposals, develops recommendations, and directs the implementation of selected solutions
- Provides staff assistance to the Luna County Board of Commissioners, and prepares and presents staff reports and correspondence

- Directs complex and sensitive projects, including economic development, special interest programs and grants
- Establishes appropriate service and staffing levels within County policy
- Analyzes workload trends and determines staffing adjustment and personnel assignments
- Analyzes and recommends policies and procedures for the orderly conduct of County administrative affairs
- Directs the preparation of special and recurring reports and analytical studies on a wide array of administrative budgetary issues
- Develops effective working relationships with State Legislature, elected officials and local business and community leaders
- Coordinates County activities with those of other governmental agencies
- Performs other duties as prescribed by Luna County Board of Commissioners

### **BROAD GOVERNMENTAL KNOWLEDGE, EXPERIENCE AND SKILLS**

- Knowledge of Federal, State and County laws, rules, regulations and legislative procedures
- Knowledge of structure and functions of County government, policies and procedures
- Knowledge of current, social, political and economic trends in 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 delegating tasks and controlling complex administrative services for County government
- Skill and experience in working in cross-cultural and cross-jurisdictional situations
- Skill in analyzing operational issues and investigating and analyzing complex and sensitive issues and complaints
- Skill in effectively presenting and communicating to public and professional audiences
- Skill in planning and implementing policies and procedures
- Skill in establishing and maintaining effective working relationships with elected officials, staff and the general public
- Skill in commonly used computer software such as Microsoft Outlook, Word, Excel and financial programs

### **PHYSICAL DEMANDS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

- Must be physically able to operate a variety of equipment to include a motor vehicle, computer, calculator, telephone, and cell phone
- The employee must be able to lift and/or move up to twenty-five (25) pounds
- Vision requirements include the ability to read routine and complex documents and use a computer. Specific vision abilities include close and far vision, color vision, and the ability to adjust focus
- Reasonable accommodations will be made to enable individuals with disabilities to perform the essential functions
- Because this is an executive level position, the employee may occasionally be exposed to long working hours and stressful situations

**WORK ENVIRONMENT:**

The County Manager shall reside in Luna County to effectively work with, advise and inform County officials, employees, legislative bodies, citizen boards, the media, and the general public.

**Applicant 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, have no limitations that would prevent me from performing the duties as indicated.

Signature \_\_\_\_\_ Date: \_\_\_\_\_

**LUNA COUNTY**

700 S. Silver Avenue  
Deming, NM 88030  
(575) 543-6573 Fax (575) 543-6577

**RELEASE OF INFORMATION WAIVER**

I consent and hereby authorize Luna County, by means of the Luna County Sheriff's Department, the Deming Police department or other entity/person who is suitable to and chosen by the County, to investigate my past and present work, character, credit record, former employment and police records to ascertain any and all information which may concern my suitability for employment with Luna County. I consent to your release of any and all public and private information that you may have concerning me, my work record, my background and reputation, my military service records, educational records, my financial status, my criminal history record, including any arrest records, any information contained in any investigatory files, efficiency ratings, complaints or grievances by or against me, the records or recollections of attorneys at law, or other counsel, whether representing me or another person in any case, either criminal or civil, in which I presently have, or have had an interest, attendance records, polygraph examinations and any internal affairs investigations and discipline, including any files which are deemed to be confidential and or sealed. I direct you to release such information upon request of the duly accredited representative of the County of Luna regardless of any agreement I may have had made with you previously to the contrary. The release of any and all information is authorized whether same is of record or not and I do, hereby, release all persons, firms, agencies, companies or groups, whomsoever, from any damages because of, or resulting from, furnishing such information to the Luna County Sheriff's Department, the Luna County Human Resources Department, the County Government and its employees from any damages or claims which may otherwise result from the use or release of such information.

Print Name \_\_\_\_\_ Date: \_\_\_\_\_

Signature \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Social Security # \_\_\_\_\_

Date of Birth \_\_\_\_\_ Place of Birth-City \_\_\_\_\_ State \_\_\_\_\_

Other Last Names Used \_\_\_\_\_

STATE OF NEW MEXICO )

) ss

COUNTY OF LUNA )

Acknowledged before me this \_\_\_\_\_ day of \_\_\_\_\_ 2018, by

\_\_\_\_\_.

\_\_\_\_\_

Notary Public

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My Commission Expires