

**LUNA COUNTY  
JOB DESCRIPTION**

**POSITION TITLE:** Deputy Manager for Administration

**SALARY RANGE:** 53

**DATE POSTED:** 06/12/2019- 8:00 a.m.

**CLOSING DATE:** 06/19/2019- 5:00 p.m.

**DEPARTMENT:** Manager's Office

**FLSA:**  EXEMPT  NON-EXEMPT

**Location:** County of Luna

**Shift:** Monday – Friday 8:00 a.m. to 5:00 p.m.

**REPORTS TO:** Luna County Manager

**BARGAINING UNIT:** No

**FT REG**  **PT REG**  **TEMP**  **APPOINTEE**  **FT TERM**  **PT TERM**  **AT-WILL**   
**OTHER** \_\_\_\_\_

**Approved:** \_\_\_\_\_

**Human Resources**

**Date**

**County Manager**

**Date**

**Summary:** Under the direction of the Luna County Manager, the Deputy Manager for Administration oversees daily operations of assigned departments of county government providing strategic leadership, management, organization, direction, and supervision of operations and activities that fall under the authority of the Board of County Commissioners. The Deputy Manager for Administration recommends administrative policies and assists in development of comprehensive plans to serve the current and future needs of the County for adoption by the Board. The Deputy Manager for Administration will provide strategic leadership, management, organization, direction, and supervision of all operations and activities of the County's emergency management program.

**Essential Duties & Responsibilities:** The essential functions or duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position. Other duties as assigned.

May be required to assume the responsibilities of the County Manager as needed.

Assists in the direction and coordination of the internal operational and support aspects of Luna County government to promote an effective, responsive, and value-based organizational culture.

Assists in the development and implementation of County goals, objectives, policies and priorities. Assumes lead role in implementing and maintaining the Luna County Comprehensive Plan.

Plans, directs and coordinates the strategic plan; assigns projects and programmatic areas of responsibility; reviews and evaluates work methods and procedures; meets with Directors to identify and resolve problems.

May work with County elected officials (i.e. Assessor, Clerk, Probate Judge, Sheriff, Treasurer) to assist with any issues and/or concerns regarding County employees or service.

Provides administrative guidance and support systems with regards to internal reporting relationships; identifies opportunities for improvement.

Under the direction of County Manager, represents the County to outside agencies; coordinates County activities with those of other counties, cities and outside agencies and organizations.

Provides administrative assistance to the County Commission; prepares and presents staff reports and other necessary correspondence.

Attends and participates in professional group meetings; stays abreast of new trends and innovations in the field of county management and administration.

Under the general supervision of the County Manager, is responsible for administering and managing public relations and special projects by county management on behalf of Luna County. Composes, develops and distributes public announcements; prepares and delivers news releases, writes speeches, special reports, letters, press releases; organizes and maintains archives and referenced materials; arranges press conferences, radio, and newspaper interviews, public hearings, and public speaking engagements for County Commissioners and County Officials.

Coordinates with elected County Officials, other County Departments and outside agencies to provide highly responsible and complex administrative support to the County Commission.

Coordinates and facilitates a wide range of variables under the direction of the County Manager as to make the Administration more responsive, efficient and service oriented to the Board of County Commissioners and public.

Organizes, directs, supervises and coordinates the emergency response services for the County of Luna; ensures effective and efficient provision of emergency response services. Responsible for coordinating the plans of various components of the Incident Management System – fire and police, EMS, public works, volunteers and the many other groups contributing to the County's management and response to emergencies. Establishes and maintains cooperative working relationships with various Federal, State and local agencies.

Coordinates and organizes annually or as needed or requested various drills or exercises that simulate emergency situations or scenarios.

Coordinates the Local Emergency Planning Committee (LEPC) meetings. Conducts periodic evaluations and completes Risk & Threat Assessment as required by the New Mexico Department of Homeland Security and Emergency Management; ensures that the County remains fully NIMS compliant; assures County eligibility and qualification to receive funding for equipment and training programs; coordinates with equipment suppliers, through the State OEM, for materials and equipment orders; disburses equipment to the appropriate agencies as received.

Responsible for knowing and abiding by all laws of the State of New Mexico, the procurement code and all department and county policies and procedures.

**Supervision:**

Works under the direction of the Luna County Manager.

**Supervisory Responsibilities:**

Assists Luna County Manager in Managing 10 Department Heads, and indirectly manages up to 260 full- and part-time employees.

**Minimum Qualification Standards:****Education, Certification and Experience:**

Bachelor's degree from an accredited college or university with major course work in public administration, business administration or a related field. An advanced degree or training in public administration or a closely related field is desirable. Five (5) years of increasingly responsible experience in government administration is also required. Must have FEMA training: Intro to Incident Command: IS 100; Basic Incident Command: IS 200, 300, and 400; National Incident Management System: IS 700, 800. Must be NEMCEM certified, and at least five (5) years of increasingly responsible command and management experience in emergency response management; at least five years of increasingly responsible professional experience, including significant administrative and management experience; or an equivalent combination of education and experience that demonstrates the ability to successfully discharge the duties of the position. Must have a valid New Mexico Driver's License.

**Language Skills:**

The skill to read, analyze and interpret general business periodicals, professional journals, technical procedures, and governmental regulations. The skill to write reports, business correspondence, and procedure manuals. The skill to logically and effectively present information both orally and in writing and respond to questions from groups of managers, clients, customers, the County Commission and the general public.

**Knowledge:**

Knowledge of the advanced principals and practices of Public Administration. Knowledge of the principals and practices of local governmental budget development and budget management, procurement, accounting. Knowledge of the principals and practices of local government organization, administration and personnel management and administration. Knowledge of applicable Federal, State, County and municipal laws, codes, ordinances, rules and regulations pertaining to county governance. Knowledge of office, field and construction safety rules, practices and procedures and enforcement.

**Ability:**

Ability to effectively work with, advise and inform County officials, employees, legislative bodies, citizens boards, the media and the general public. Ability to maintain the discipline and respect of subordinates. Ability to motivate, direct and coordinate a multidisciplinary staff to achieve County goals. Ability to plan, initiate, and implement long-term improvement programs in administration, training, and operations. Ability to interpret, explain and enforce department policies and procedures. Ability to communicate logically and clearly both orally and in writing, and follow oral and written

instructions. Ability to read and interpret construction plans, blueprints, maps, charts and graphs. Ability to develop implementation benchmarks; lead process improvement and customer satisfaction initiatives. Ability to exercise independent judgment and initiative with minimal supervision. Ability to work as a team player and be willing to deliver superior customer service to both internal and external customers.

**Physical Demands:**

Must be physically able to operate a variety of equipment which includes a motor vehicle, computer, calculator, telephone, cell-phone. Employee is frequently required to sit, speak, hear, and use hands to manipulate office machine controls. Moderate physical effort is required to perform the work. Vision requirements include the ability to read routine and complex documents and use a computer. Specific vision abilities required by this job include both close and far vision, color vision, and the ability to adjust focus.

**Work Environment:**

Work is most often performed indoors under typical office conditions; frequent travel by automobile is required. Field work, site visits and inspections are performed outdoors at various properties and construction sites and may include exposure to variable weather conditions, including temperature extremes; the employee may be exposed to dust, noise, slippery and/or uneven surfaces, noxious odors, fumes, and moving objects, machinery and other vehicles; the noise level in the work environment is quiet in the office and can be loud at a construction site; work is subject to frequent fluctuations, includes public meetings and interaction with our citizen customers and can be stressful.

**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**