



Job Description

TITLE: County Manager	JOB CODE: 1171
DEPARTMENT: County Executive Office	FLSA: Exempt
PREPARED: January 1, 2019	FLSA CLASS: Executive
UPDATED: April 12, 2022	WORK LOCATION: Aztec, NM
	REMOTE WORK ELIGIBLE: YES

Summary: Under administrative direction, directs and oversees the operations of County government; ensures compliance of all department activities with San Juan County goals and objectives, State and Federal laws, and County policies and procedures.

Essential Job Functions: *The list that follows is not intended as a comprehensive list; it is intended to provide a representative summary of the major duties and responsibilities. Incumbent(s) may not be required to perform all duties listed, and may be required to perform additional, position-specific tasks.*

- Oversee County operations; exercise independent judgment within policy guidelines; evaluate and analyze issues and recommend and implement solutions; identify and monitors long and short-range goals and objectives; assure effective communications of issues and strategies.
- Collaborate with Elected Official Offices (County Clerk, County Assessor, Sheriff, County Treasurer, Probate Judge) to ensure effective communication and operational consistency.
- Develop, evaluate, and implement County's strategic planning, goals, and objectives; develop systems and standards for program evaluation, and assure County's activities are compliant with all laws, policies, and regulations.
- Monitor organization and operations; review and evaluate work methods and procedures; develop and approve recommendations for improving the County's operations and processes.
- Collaborate with Department Heads and elected official offices in preparing the annual budget for submission to the County Commission for approval.
- Manage and direct the activities of the following Departments: General Services, Adult Detention Center, Emergency Management, Finance, Fire, Housing, Human Resources, Information Systems, Legal, Parks and Facilities, Public Works, Juvenile Services, Alternative Sentencing, and County Executive Office.
- Provide leadership, direction and coaching to County staff; prioritize and assign tasks and projects; train and evaluate staff; counsel, coach and instruct employees as required; develop staff skills and conduct performance evaluations.
- Meet regularly with department heads to provide direction and guidance; analyze and evaluate issues and proposals, develop recommendations, and direct the implementation of solutions.
- Provide staff assistance to County Commission; prepare and present staff reports and correspondence; provide support to assigned boards and commissions.
- Direct complex and sensitive projects, including economic development, and special interest programs and grants; may plan for future development to provide for population growth and expansion of public services.
- Establish appropriate service and staffing levels within County policy; analyze workload trends and determine staffing adjustments and personnel assignments; analyze reports, compile information, and recommend appropriate actions by the Board.
- Analyze and recommend policies and procedures for the orderly conduct of County administrative affairs; direct the preparation of special and recurring reports and analytical studies on a wide variety of administrative and budgetary issues.
- Develop effective working relationship with the State Legislature, elected officials, and local business and community leaders; coordinate activities with those of other governmental agencies.

Required Knowledge and Skills:

- Knowledge of Federal, State and County laws, rules, regulations, and legislative procedures.
- Knowledge of structure and functions of local government, policies, and procedures.
- Knowledge of current social, political, and economic trends in state and county government.

Job Description

County Manager

- Knowledge of principles, practices, and trends in public administration, leadership, and management.
- Knowledge of the 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 budgets, grant protocols and financial reporting.
- Skill in planning, organizing, directing, and controlling complex administrative services for the County.
- Skill in developing and implementing long-range fiscal and operational plans.
- Skill in effectively managing, leading and delegating tasks and authority.
- Skill in assessing and prioritizing multiple tasks, projects and demands.
- Skill in analyzing operational issues, evaluating alternatives, and making recommendations.
- Skill in directing effectively presenting information to public and professional audiences.
- Skill in planning and implementing policies and procedures.
- Skill in investigating and analyzing complex and sensitive issues and complaints.
- Skill in effectively communicating verbal and written instructions.
- Skill in establishing and maintaining effective working relationships with elected officials, County staff and the general public.

Education and Experience

- Bachelor’s Degree in Business Administration, Public Administration, or a related field and ten (10) years of management experience. Graduate degree preferred.
- Valid State of New Mexico Driver’s license or able to obtain within six (6) months of employment.

Environmental Factors and Conditions/Physical Requirements:

- Work is performed in an office environment; may be subject to repetitive motion; may be subject to extended periods of intense concentration in the review of documents and reports; may be subject to bending, reaching, kneeling and lifting such as retrieving files, records, and reports.
- Work schedule for this position may include working on religious holidays.
- Utilize, process, and navigate the County’s electronic ERP system as necessary and appropriate based on the needs and requirements of this position.
- Some work duties may be performed “remotely” outside of County facilities. For remote access you must complete and maintain a current remote work agreement.

Equipment and Tools Utilized:

- Equipment utilized includes computerized and conventional office equipment.

Approvals:

Employee: _____ **Date:** _____

Supervisor _____ **Date:** _____

Department Head: _____ **Date:** _____