



Job Description

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| TITLE: Deputy County Manager | JOB CODE: 1175 |
| DEPARTMENT: County Executive Office | FLSA: Exempt |
| PREPARED: December 11, 2018 | FLSA CLASS: Executive |
| UPDATED: April 12, 2022 | WORK LOCATION: Aztec, NM |
| REMOTE WORK ELIGIBLE: YES | |

Summary: Under general direction of the County Manager, provides integrated direction, management and leadership in the administration, business planning, and budgeting of all departments in San Juan County. Conducts and evaluates feasibility studies on prospective projects; analyses current projects underway and conducts benchmarking for best practices on new and/or current initiatives; initiates and/or coordinates projects and assists departments in planning initiatives (all types).

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.*

- Assists in overseeing and directing assigned departments and projects; evaluates and analyzes issues and recommends and implements solutions; identifies and monitors long and short-range goals and objectives; assures effective communications of issues and strategies.
- Assists in the development and implementation of County goals, objectives, policies and priorities; assists in the development of systems and standards for program evaluation and assures County's activities are compliant with all laws, policies, and regulations.
- Analyzes and makes recommendations to the County Manager on policies and procedures for the orderly conduct of County administrative affairs; directs the preparation of special and recurring reports and analytical studies.
- Assists in monitoring organization and operations; review and evaluate work methods and procedures; develop and approve recommendations for improving the County's operations and processes. Work with Department Heads in planning initiatives.
- Direct and integrate the activities of multiple and major project operations; ensures that project efforts are generally cohesive, consistent, and effective in supporting the County's mission, goals, and strategic plan. Work with outside entities to plan and to develop projects.
- Assist in developing and managing annual budgets for the organization and performs periodic cost and productivity analysis
- Analyze and study newly proposed projects to provide insight and recommendations on their feasibility.
- Research current on-going projects to obtain updates and evaluate status and/or effectiveness.
- Conduct a market analysis for best practices for current or similar County initiatives and evaluates for new ideas to enhance the County's operations.
- Give oral presentations to committees, boards, etc.
- Oversee implementation of major software projects.
- Represents and serves as an ambassador of San Juan County when dealing with other governmental agencies and outside organizations; coordinates activities with those of other agencies. Act as the County Manager in the absence thereof.
- Provide written documentation on projects, status reports and other documented entries.
- Perform miscellaneous job-related duties as assigned.

Required Knowledge and Skills:

- Knowledge of general management principles including project planning, employee supervision, and training.

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- 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.
- 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, financial reporting, county accounting and budgeting systems.
- Knowledge and understanding of the Project Management Body of Knowledge.
- Knowledge of County organization, operations, policies and procedures.
- Knowledge of administrative procedures, methods and practices.
- Knowledge of customer service principles, practices and techniques.
- Knowledge of a variety of computer software applications including Microsoft Office.
- Skill in examining and re-engineering operations and procedures, formulating policy, and developing and implementing new strategies and procedures.
- 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 analyzing operational issues, evaluating alternatives, and making recommendations.
- Skill in directing and 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 County Manager, County Commission as well as Department Heads, County staff, Municipal Leaders, Legislators, Elected Officials, Civic Leaders and the General Public.
- Skill in working independently and as a team member.
- Skill in researching, compiling and preparing reports and related information.
- Skill in the use of a personal computer and standard business software.
- Ability to analyze complex problems, interpret operational needs, and develop integrated, creative solutions.

Education and Experience

- Bachelor's degree with ten (10) years of demonstrated work experience directly related to the duties specified and management experience; Master's 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 such as typing, data entry and vision to monitor; 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.

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- 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:
