



Job Description

TITLE:	General Services/Community Development Administrator	JOB CODE:	1270
DEPARTMENT:	Community Development/Central Purchasing	FLSA:	Exempt
PREPARED:	October 13, 2010	FLSA CLASS:	Executive
UPDATED:	August 31, 2020	LOCATION:	Aztec, NM

Summary: Under executive direction of the County Manager, the General Services/Community Development Administrator oversees all functions of both the Community Development Department and the Central Purchasing Department, including but not limited to providing administrative and direct supervision to the Building Division, Rural Addressing Division, Subdivisions, Planning, Contract/Purchasing, Warehouse and Central Purchasing staff. Coordinates cooperation with other departments and agencies and ensures compliance with all rules, laws and regulations. This position is also responsible for the implementation and oversight of a land use plan, the San Juan County Cleanup Program and the Office of Code Compliance.

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.*

- Establishes departmental goals and objectives.
- Plans and develops programs, policies and procedures related to areas of responsibility based on County needs, workload, staffing levels, economic, and legislative influences to provide effective general administrative services for the County.
- Manages staff; sets priorities and assigns tasks and projects; hires, disciplines, trains and evaluates staff; supports, counsels, coaches and instructs employees as required; develops staff skills and conducts performance evaluations.
- Develops the annual departmental budgets and monitors the budgets through the finance department printouts.
- Maintains ultimate responsibility for proper supervision of the County's long-term contracts, contract or vendor disputes.
- Negotiates, coordinates and manages professional service contracts.
- Ensures the purchasing/procurement operations of the County are legally defensible while facilitating a courteous, customer service oriented relationship between departments, the public, and all County areas served.
- Handles all aspects of the purchasing process – including RFPs and Bids.
- Prepares special and recurring reports, proposals and contracts, and disseminates to County staff and external agencies; recommends and implements changes to existing policies and procedures.
- Studies management methods in order to improve workflow, simplify reporting procedures and implement cost reductions.
- Understands and interprets basic planning principles and practices.
- Assists the Legal Department with the preparation of ordinances and resolutions, prepares agenda items for presentation and adoption by the Board of County Commissioners.
- Uses excellent customer service skills to establish and maintain effective working relationships with other employees within the department, other departments, other entities, and the general public. Exercises common sense, flexibility, diplomacy, and the ability to assist the public in resolving issues.
- Coordinates data collection and report preparation, such as time and attendance records, terminations, new hires, transfers, budget expenditures and statistical record of performance data.
- Participates on a variety of public and community committees and advisory groups.
- May compile, store and retrieve management data.
- Reconciles monies received from Building, Subdivisions & Addressing Divisions.
- Oversees the administration of the San Juan County Cleanup Program and the Office of Code Compliance.
- Performs other related duties as assigned.

Job Description

General Services/Community Development Administrator

Required Knowledge and Skills:

- Must be self-motivated.
- Knowledge of applicable laws, regulations and codes.
- Knowledge of graphics for presentations and publications.
- Knowledge of management principles, practices and methods.
- Knowledge of budgets, grant requirements and financial reporting.
- Knowledge of County policies and procedures.
- Skill in following and effectively communicating verbal and written instructions.
- Skill in working independently or as a team member.
- Skill in effectively managing, leading and delegating work and projects.
- Skill in planning and implementing policies and procedures.
- Skill in following and effectively communicating verbal and written instructions.
- Skill in establishing and maintaining effective working relationships with elected officials, County staff and the general public.
- Ability to develop a successful leadership style to establish and to achieve exceptional organization performance; ability to handle multiple responsibilities in a fast paced environment.
- Ability to exercise good judgment in evaluating situations and taking corrective actions.
- Ability to communicate effectively and follow instructions both oral and written English. Ability to write technical reports, business correspondence and procedure manuals.
- Ability to work with little or no supervision, effectively present information and respond to questions from citizens.
- Skill in the use of a personal computer and standard business software.

Education and Experience

- Bachelor's Degree preferred in business administration, public administration or a related field.
- Minimum of 5 years management experience required.
- 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.
- Utilize, process, and navigate the County's electronic ERP system as necessary and appropriate based on the needs and requirements of this position.

Equipment and Tools Utilized:

- Equipment utilized includes computerized and conventional office equipment.

Approvals:

Employee: _____ **Date:** _____

Supervisor _____ **Date:** _____

Department Head: _____ **Date:** _____