

Henry P. Roybal
Commissioner, District 1

Anna Hansen
Commissioner, District 2

Rudy N. Garcia
Commissioner, District 3



Anna T. Hamilton
Commissioner, District 4

Hank Hughes
Commissioner, District 5

Katherine Miller
County Manager

102 Grant Ave; Santa Fe, New Mexico 87501 Phone: 505-992-9880 Fax: 505-992-9895

Job Title: Department Administrator

Department/Division:	County Managers Office	Range:	30
Salary:	\$19.6457/hr. - \$29.4686/hr.		
Position Status:	Full-Time/Classified		
FLSA Status:	Exempt		
Closing Date:	October 25, 2020		
Job #:	10-2020-014		

The following duties ARE NOT intended to serve as a comprehensive list of all duties performed by all employees in this classification, only to provide a 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 duties.

Primary Purpose:

Performs administrative support services such as personnel, fiscal and property management, and executes administrative policies.

Essential Job Functions:

- Provides administrative support services in the areas of personnel, fiscal, and property management;
- Monitors and evaluates performance of subordinates; provides staff training
- Develops reporting procedures and other methods to establish accountability;
- Plans, analyzes and recommends courses of action to management;
- Attends Board of County Commission meetings as necessary;
- Coordinates department memorandums and meetings; assembles documents, correspondence, and reference material by which administrative decisions may be based;
- Maintains budget; drafts contracts and budgets (Any one position may not include all of the duties listed nor is this inclusive of all duties performed.)

Knowledge / Skills:

- Knowledge of public and business administration; of the principles of organization; of personnel, fiscal, and property management; of data collection and report

writing; of English usage and arithmetic; and of computer assisted systems supporting the entire office.

- Knowledge of Open Meetings Act.
- Ability to perform technical assessment tasks accurately and rapidly; to coordinate and supervise the administrative support services assigned; to coordinate work with other agency units; to provide administrative direction; to interpret agency policy to employees; to train employees; to understand technical terms and phrases; to undertake project assignments; and to compile personnel and public information.

Minimum Qualifications:

- High school diploma or equivalent plus any combination of college education and/or experience in business or public administration or in the fields of personnel, fiscal, property management or experience in an administrative support capacity totaling five (5) years.

Working Conditions:

Work is performed primarily in an office setting. Work schedule may include evening and weekend hours. Travel may be required. Manual and finger dexterity required. May be subject to exposure to CRT's and VDT's.

Conditions of Employment:

Selected candidate must submit to and pass a County paid pre-employment physical and drug/alcohol screening. Additionally, selected candidate must submit to and pass a county paid criminal background screening. Selected candidate must possess and maintain a valid New Mexico Class D Driver's License as incumbent shall be appointed to drive a County vehicle during the performance of his/her duties.

Apply Online at:

https://www.santafecountynm.gov/human_resources/employment_applications.

Resumes will not be accepted in lieu of the official Santa Fe County employment application. Proof of education, certificates and/or endorsements must be attached to each application.