



SANTA FE COUNTY

949 West Alameda Street, Santa Fe, NM 87501 Phone: 505-992-988 Fax: 505-992-9895

Job Title: Deputy County Manager

Department/Division:	County Manager's Office	
Salary:	\$56.3307/hr. - \$84.4960/hr.	Range: 72
Position Status:	Full-Time/At-Will	
FLSA Status:	Exempt	
Closing Date:	Open Until Filled	
Job #:	7-2020-007	

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:

Assist the County Manager in directing, planning, and administering the activities of all County operations, provide highly responsible and complex administrative assistance and support to the County Manager, and provide oversight for the administrative functions including but not limited to Finance, Human Resources, Intergovernmental Relations, Information Technology, Communications and Public Information. Assist in management and oversight of all County Departments.

Essential Job Functions:

- Assist the County Manager in managing and administering the affairs of County and carrying out the policies of the Board of County Commission.
- Provide executive leadership across the organization and oversight in the planning, development, management, coordination, delivery and evaluation of multiple complex functions of the county organization.
- Improve county service alignment and performance through innovation and process improvement and through building effective cross departmental work teams.
- Serve as the County's representative in various projects, committees, and programs involving interaction with other governmental jurisdictions, and speak to professional groups and committees about County issues.
- Recommend hires and promotions, direct and evaluate employment decisions as needed.

- Assist in the preparation of the annual budget and the submission of the budget to the County Commission for approval.
- Coordinate with the County Attorney on legal research and drafting of legal documents.
- Assist in preparation, presentation and lobbying on legislative priorities.
- Assist in coordinating and facilitating implementation of County goals and directives. Assist in monitoring organization and operations; review and evaluate work methods.
- Assist in directing complex and sensitive projects.
- Direct supervision of the County Manager's Office Operations Manager, Human Resources Director, Information Technology Director and the Finance Director.
- Analyze and make recommendations to the County Manager on policies and procedures for the County.
- Conduct research and prepare reports usually requiring compilation and analysis of data, make recommendations for improvement of methods, procedures, organization, planning and operational functions and present to the County Manager and Board of County Commissioners.
- Assume oversight responsibility for Board of County Commission (BCC) agenda preparation as it relates to activities performed by assigned Departments including preparation and review of all packet material and reports to the BCC.
- Stay abreast of new trends and best practices for County management and administration.
- Negotiate contracts and agreements pertinent to County business.
- Participate in collective bargaining agreement negotiations as requested.
- Effectively plan, organize, direct, coordinate, and administer the activities and programs through subordinate staff.
- Attend meetings with the County Manager and may represent the County Manager at meetings or during his or her absence.
- Represent the County's interests with residents, community-based organizations, and outside agencies; coordinate County activities with those of other counties, cities, and outside agencies and organizations.
- May act as County Manager during his/her absence.

Knowledge / Skills :

- Knowledge of public and government administration and legislative processes
- Management and leadership principles
- High ethical standards and adherence to transparency and public accountability
- Department/elected office, intergovernmental functions, public and community relations.
- Knowledge of principles and procedures used in the administration of public finance, public relations, Human Resources, Legal procedures, Information Technology, Legislative and constituent liaison functions.
- Ability to establish and maintain effective, cooperative working relationships with those contacted in the course of work. Knowledge of theory, principles, and practices of leadership, modern management, supervisory skills, conflict resolution,

continuous improvement, project management, customer service, strategic planning, and organizational change.

- Skill in planning, scheduling and supervising the work of others
- Skill in communicating effectively at all levels within an organization
- Skill in communicating information to members of the public
- Skill in research and analysis of statutes and legislation
- Skill in effectively influencing public policy
- Ability to exercise initiative, ingenuity and good independent judgment and discretion in decision making and in solving administrative and technical problems.
- Ability to monitor and evaluate employees
- Ability to manage division operations
- Ability to analyze and develop policies and procedures
- Ability to interpret and apply applicable laws, rules and regulations and court decisions
- Ability to provide leadership to effectively resolve issues.
- Ability to convey excellent oral and written communication
- Ability to work effectively under stress
- Ability to adjust to changing conditions and various work assignments.
- Ability to negotiate and resolve sensitive and controversial issues.
- Ability to develop, implement and interpret resolutions, ordinances, regulations, policies and procedures.
- Ability to successfully develop, control and administer budgets and expenditures.
- Ability to analyze problems identifies alternative solutions, project consequences of possible actions, and implements recommendations in support of County goals.

Minimum Qualifications

- Bachelor's degree in business or public administration, planning, applied science, or a closely related field or a Juris Doctor, and a minimum of ten (10) years of consecutive high level management experience in the public sector preferably in local government. Related education and experience may be substituted at a rate of thirty (30) semester hours equal to one (1) year experience.

Working Conditions:

Work is performed 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.

Updated: 02/04/2019