

**Henry P. Roybal**  
Commissioner, District 1

**Anna Hansen**  
Commissioner, District 2

**Rudy N. Garcia**  
Commissioner, District 3



**SANTA FE COUNTY**

**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: Operations Manager

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<b>Department/Division:</b>	<b>Treasurer's Office/Administration</b>	<b>Range: 42</b>
<b>Salary:</b>	<b>\$26.4212/hr. - \$39.6318/hr.</b>	
<b>Position Status:</b>	<b>Full-Time/Classified</b>	
<b>FLSA Status:</b>	<b>Exempt</b>	
<b>Closing Date:</b>	<b>October 22, 2020</b>	
<b>Job #:</b>	<b>10-2020-007</b>	

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*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:

Under the direction of the Department Director or elected official, in-house responsibility for the establishment and implementation of sound financial management, accounting, budgeting, procurement and monitoring internal control systems and processes for a Department. Position is responsible for multiple program support functions within the Department.

### Essential Job Functions:

- Works with Finance Department to establish the departmental budget request and submittal along with the execution, analysis, forecast and management in compliance with County policy.
- Responsible for the development, tracking, and processing of all Department contracts, Requests for Proposal (RFP), Personnel Actions (PA), and payroll.
- Track grants and bond expenditures to ensure timeliness and efficiency.
- Official liaison with County Finance Department, Legal Department, and Personnel Department regarding Contracts, RFP's, and payroll.
- Ensures Internal Control structure, Budgetary Control System and all Accounting processes are functioning properly within the Department.
- Certifies that payments to vendors are accurate, timely and are for goods and services rendered in accordance with County policy.
- Disseminates information to management regarding the fiscal procedures and responsibilities regarding all financial transactions and activities.
- Coordinates program support activities within the Department. May be required to present information at Board of County Commission meetings. May be required to develop policies and business procedures for their Department.

- May be responsible for auditing and verification of Department payroll entries and for processing adjustments to previous payroll entries to correct errors. Reports issues related to payroll entry and irregularities to supervisors.
- Supervise the collection and submission of timesheets for the Department. Develop and maintain a system of accountability for the submission of accurate, complete timesheets for the Department. Assist in the training of staff regarding timesheets.
- Coordinate with the County Human Resource Department regarding the processing and tracking of all actions pertaining to human resources and personnel issues; work with appropriate Human Resource personnel to facilitate the recruitment process.
- Assists the Department Director/Elected Official with projects and assignments of priority and ensures completion of assignments in an effective and timely manner.
- Responds to questions and requests for information for the Department.
- Establish and maintain effective and cooperative working relationships with others; accurately represent supervisors and management in dealing with County employees and the public; ability to maintain confidentiality.
- Must directly supervise a minimum of two employees; Supervisory capacity is inclusive of, but not limited to, monitoring the performance of subordinates, providing training, recommending the hire of potential applicants, generating performance evaluations for subordinate employees, and recommending and initiating disciplinary action regarding subordinate employees as necessary;

#### **Knowledge / Skills :**

- Makes well-informed, effective, and timely decisions and perceives the impact and implications of those decisions.
- Listens effectively and clarifies information as needed.
- Performs program functions requiring a high level of complexity, problem solving and accountability.
- Knowledge of business and management principles involved in strategic planning, resource allocation, human resources processes and coordination of people and resources.
- Knowledge of financial analysis and the reporting of financial data.
- Model professional, creative problem solving behaviors and attitudes for subordinate staff, exercise good judgment and apply constructive attitudes towards employees.
- Write legible reports in English using correct grammar. Strong mathematical skills. Able to effectively interact with others; express thoughts logically and communicate verbally.

#### **Minimum Qualifications**

- Bachelors of Arts in Business Administration plus eight (8) years of combined experience in the development of contracts, procurement process, budgets and personnel actions with a minimum of two (2) years supervisory experience. Experience may substitute for the required education on a year to year basis.

**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.](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.**

Revised: 10/16/2018

Updated: 10/06/2020