



CITY OF ALAMOGORDO, NM

City Manager

\$100,000 - \$160,000 DOQ

Excellent Benefits

THE POSITION

The City of Alamogordo is looking for a City Manager with strong communication skills and proven leadership abilities. This is an executive level position responsible for directing over 370 full and part-time employees. The City Manager works closely with Department Directors to promote an effective, responsive and value-based organizational culture. This position provides direction in the general operations and administration of the City government; and develops, plans, and organizes goals and objectives to meet the current and future needs of the City. The City Manager is responsible for implementing City policies, procedures, and programs as established by the City Commission. This position works under the broad policy guidance of the 7 member City Commission.

POSITION RESPONSIBILITIES

Essential Duties

- Directs and coordinates the operational aspects of City government to promote an effective, responsive, and value-based organizational culture;
- Meets with City Commission both formally and informally to discuss, recommend and set City policy and programs when appropriate;
- Maintains effective and timely communications with the City Commission to keep them apprised of situations and issues;
- Identifies and recommends legislative issues to the City Commission for review and potential action;
- Advises the City Commission of financial conditions, and current and future City needs;
- Implements policies and programs established by the City Commission;
- Provides professional leadership to the elected officials and staff, promoting effective collaboration and communication in accomplishing established goals and objectives;
- Conducts operational analysis to identify issues; develop, interpret, establish and implement short and long range goals, management objectives, and policies and operating procedures;
- Manages and supervises direct reports to achieve goals within available resources;
- Motivates and evaluates the work of direct reports; selects, hires, and discharges City personnel;
- Meets with advisory staff, department heads, and other City staff to plan, direct, review, and evaluate City programs and activities;
- Administers the adopted budget of the City;

- Prepares and submits a preliminary and final annual City budget; prepare annual budget requests; ensure effective and efficient use of budgeted funds, personnel, materials, facilities, and time;
- Assures that assigned areas of responsibility are performed within budget;
- Performs cost control activities;
- Monitors revenues and expenditures in assigned area to assure sound fiscal control;
- Participates in resolution of complaints to facilitate improvement in operations and communication, policy making, and team building;
- Presides over staff appeal hearings; make considerations, and provide a final decision in such matters;
- Maintains harmony among workers and resolves grievances;
- Reviews current activities and resolves and addresses challenges which may arise including budget, personnel, customer service, intradepartmental, and interagency issues;
- Reviews and approves written reports and materials concerning City business;
- Represents the City at various meetings, and participates on a variety of boards, committees, civic organizations, and other citizen and governmental groups to promote and ensure consistent communication of goals, actions and activities of the City;
- Meets with federal, state, and local government officials to discuss issues relevant to City business;
- Makes presentations to Commission, boards, civic groups and the general public;
- Ensures the preparation of a variety of studies, reports and related information for decision-making purposes;
- Attends all meetings of the Commission at which attendance may be required by the Commission;
- Manages and supervises direct-report staff by coordinating, assigning, and reviewing work to ensure compliance with policies and procedures;
- Conducts employee evaluations, introductory and annual; makes recommendations for hiring and releasing employees;
- Initiates and administers corrective action, as necessary, according to the Employee Manual;
- Mentors employees to full potential and ensures appropriate training is given to meet the standards of the position held;
- Establishes procedures to assure the highest standards of risk management, employee safety, and risk avoidance;
- Responsible for thoroughly investigating, reviewing, and addressing department or division accidents to prevent future occurrences and control risk management related costs;
- Contributes to a high-quality work culture through participation in training and mentoring to develop skills, including safety related training and skills;
- Interacts professionally and provides excellent customer service to all levels of City staff and citizens, to ensure high operational and service standards; and

- Performs duties in accordance with the Employee Manual, Department Policies and Procedures, City of Alamogordo Ordinances, and any applicable State or Federal authority.

Other Important Duties

- Makes public presentations and represents the City on committees, boards, and with civic organizations and while conducting outside City-related activities;
- May act as Executive Director of the Public Housing Authority and Approving Official for HUD REAC system including monitoring HUD financial eLOCCS system for compliance;
- Duties may be performed outside of normal working hours;
- Performs such other duties as may be assigned.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

POSITION REQUIREMENTS

Required:

- Bachelor's degree in Business Administration, Public Administration, or a related field;
- Ten (10) years of progressively responsible experience in upper management;
- Five (5) years of experience as a City Manager or Assistant City Manager;
- Must be bondable;
- Valid NM driver's license or the ability to obtain within 60 days of hire, and a driving record acceptable to the City of Alamogordo; or,
- Any combination of experience, education and training which provides the required knowledge, skills, and abilities.

May substitute two (2) years of experience for one (1) year of education.

Desired:

- Master's degree in Public Administration;
- ICMA City Manager Credential, or ability to work toward this accreditation.

COMMUNITY INFORMATION

The City of Alamogordo is located in southern New Mexico near White Sands National Monument. The City has a population of approximately 31,283, with a variety of businesses and activities to enjoy.

Alamogordo is the largest community in Otero County and serves as the County seat. The City is bisected by Highway 54, a northwest arterial, and is situated at the crossroads of two transcontinental highways, U.S. 70 and 82.

WHY APPLY?

Alamogordo is a rich tapestry woven of authentic adventures and culture in a beautiful setting of geological formations. The tourism industry is thriving thanks to magnificent national parks, forests, and historical landmarks. Visitors and locals enjoy a variety of outdoor activities year-round, including hiking, skiing, rock climbing, biking, and hunting.

The City of Alamogordo operates a library, recreation center and swimming pool, senior center, six (6) fire stations, a municipal water and sewer utility, a solid waste collection and disposal system, and an airport. Alamogordo is a diverse and growing City. The nearby Holloman Air Force Base provides a steady source of employment and resources.

HOW TO APPLY

Submit an online application at: <http://ci.alamogordo.nm.us/>. Please call 575-439-4399 for more information. **First review of applications will be on May 13, 2019.**

City of Alamogordo is an Equal Opportunity Employer