



County of Mora Job Description

Job Title: County Manager

Position Summary

The position of County Manager is appointed by and reports to the three-member Board of County Commissioners to serve as Mora County's chief administrative officer. Under broad policy guidance and direction of the Board of County Commissioners, the County Manager is responsible for the day-to-day administration and operational services of County government and the management of a broad range of county services. The County Manager ensures that all departmental activities comply with the County's goals and objectives, State and Federal laws, and County policies and procedures.

Essential Duties and Responsibilities

- Develops, for approval by the County Commission, policies and procedures for the effective operation and administration of County government;
- Implements, directs, and coordinates administration of County government in accordance with policies and procedures approved by the County Commissioners;
- Oversees the enforcement of all ordinances, rules, regulations, and policies enacted by the County Commission;
- Prepares, in consultation with the Commission Chair and County Attorney, and distributes meeting agendas to the County Commission, as well as follows up on actions taken by the Commission at each meeting;
- Employs, supervises, and provides direction, leadership and supervision to all County administrative department heads and employees in the Office of the County Manager (including the Assistant County Manager and Administrative Assistant);
- Meets with department heads to discuss overall operations;
- Directs and advises department heads and employees in the Office of the County Manager on various issues, projects and programs;
- Works cooperatively and collaboratively with elected officials;
- Participates in human resources functions as allowed and required in the County's Personnel Manual;
- Assists in the development of personnel policies and procedures;
- Oversees and directs preparation of an annual budget to be recommended to the County Commission;
- Oversees and administers the budget adopted by the County Commission, to include coordination with elected officials and department heads on budget related matters;
- Directs the process of obtaining legislative funding, to include preparation of ICIP and capital improvement funding requests;
- Manages committees organized and authorized by the County Commission;

- Provides an intergovernmental liaison function and maintains lines of communication with other state and local officials, community leaders, and the public;
- Ensures County compliance with all federal, state, and local rules and regulations;
- Provides and maintains facilities for all agencies as required under the law;
- Works collaboratively with the County Attorney, and other outside counsel, in overseeing potential and pending litigation, the negotiation of County contracts, and other legal matters;
- Oversees and administers County contracts with the assistance of staff;
- Maintains relationships with other community organizations, government agencies, and other organizations as is necessary and in the best interest of the County and in conformity with the overall objectives and policies of the County;
- Meets with the County Commission and private sector to discuss programs, projects, and to manage public concerns;
- Oversees of the County Complex to include administration of the contracts and/or leases with tenants, the maintenance plan, and supervision of maintenance staff;
- Provides property management of County buildings, including the oversight of public works and construction projects;
- Researches funding opportunities and grants, to include preparation of grant applications;
- Plans for future development in Mora County to provide for population growth and expansion of public services;
- Oversees emergency management response and administration in coordination with staff and other agencies;
- All other duties as assigned.

Supervisory Responsibilities

Manages subordinate department heads who supervise employees in various departments to include Human Resources, Finance Department, Payroll Department, Purchasing, Planning & Zoning Department, Maintenance/Housekeeping Department, Road and Solid Waste Department, Emergency Management, Fire Administration, EMS/Ambulance Service, MVD, and DWI Departments. Is responsible for overall direction, coordination, evaluation, and discipline of these department heads, to include employees in the Office of the County Manager. Carries out supervisory responsibilities in accordance with the County's policies and applicable laws.

Other Skills and Abilities

Ability to express oneself clearly and effectively in oral and written form including the ability to engage in public speaking. Ability to provide leadership with strong persuasive and presentation skills. Ability to perform essential functions and adapt to working conditions.

Competencies

To perform the job successfully, the individual should demonstrate the following competencies:

- Coordinates projects; communicates changes and progress; completes projects on time and budget;

- Manages difficult or emotional situations involving employees, elected officials, and members of the public;
- Speaks clearly and persuasively in positive or negative situations; listens and gets clarification; responds well to questions.
- Builds commitment and overcomes resistance; prepares and supports those affected by change; monitors transition and evaluates results.
- Delegates work assignments; matches the responsibility to the appropriate staff member under his/her direction; gives authority to work independently; sets expectations and monitors delegated activities; provides recognition for results.
- Exhibits confidence in self and others; inspires and motivates others to perform well; effectively influences the actions and opinions of others; accepts feedback from others; gives appropriate recognition to others.
- Takes responsibility for subordinates' activities; will be available to staff; provides regular performance feedback; solicits and applies feedback (internal and external); improves processes and services.
- Continually works to improve supervisory skills.
- Understands implications of decisions.
- Works within approved budget; develops and implements cost saving measures where appropriate.
- Treats people with respect; accepts responsibility for own actions; follows through on commitments; inspires the trust of others; works with integrity and ethically; upholds organizational values.
- Follows policies and procedures; supports Mora County goals and values; supports and promotes diversity, equity, inclusion and accessibility.
- Uses time efficiently and develops realistic action plans.
- Ensures work responsibilities are covered when absent; arrives at meetings and appointments on time.
- Approaches others in a tactful manner; reacts well under pressure; treats others with respect and consideration regardless of their status or position.
- Follows instructions of the County Commission; responds to direction from the County Commission; keeps the Commission updated.
- Will work during regular business hours along with other County employees.
- Understands that the position of County Manager occasionally requires work outside regular business hours and commits to make him/herself available under such circumstances.
- Completes tasks on time or notifies appropriate persons with an alternate plan.
- Understands the position is subject to a contract agreed to by the employee and the County Commission.

License Requirements:

Valid New Mexico Driver's License

Declaration

I have read the above position description. I understand the demands and expectations of the position described and, to the best of my knowledge, believe that I can perform these duties.

Employee's Printed Name

County Commission Chair (Printed Name)

Signature of Employee

Signature of County Commission Chair

Date

Date