

CITY OF ELEPHANT BUTTE

JOB DESCRIPTION

Position: **City Manager**
Status: Full Time, Exempt

General Statement of Duties:

Under the administrative direction of the Mayor/City Council (Governing Body), the City Manager shall be responsible for the efficient administration of all the affairs of the City; coordinates the implementation of the Governing Body policy decisions and the initiation of all intergovernmental operations of the City. The Manager shall plan, direct and coordinate the various services, community planning and activities as determined by the Governing Body in accordance with the City's Municipal Code.

Features of the Position:

Position involves competing demands, performing multiple tasks, working to deadlines, regular work beyond normal business/shift hours, and responding to citizen issues. This is an at-will position; the City Manager will be appointed or removed from duty when necessary by a majority vote of the City Council.

Organizational Relationship:

The City Manager is appointed by and receives administrative direction from the Governing Body. Exercises direct supervision over department heads and City employees.

Principal Duties and Responsibilities:

- Plan, organize, direct and coordinate the activities of all City departments and supervise department heads.
- Direct and review preparation of the annual City budget and direct City personnel practices.
- Present the City's annual Infrastructure Capital Improvement Plan and budget accordingly to keep pace with infrastructure needs.
- Ensure the proper enforcement of the Elephant Butte Municipal Code.
- Receive requests and complaints from the public concerning administrative action of the various departments, follows up on the correct action and sees that replies to inquiries are given.
- Perform organizational and procedural analyses of the City departments; discuss and record performance evaluations of City employees.
- Provide for the hiring and firing (when applicable) of all City employees; issue disciplinary action when necessary.

- Perform investigations of employee misconduct when applicable.
- Gather information, prepare reports and make recommendations.
- Represent the City by serving on various boards and attending meetings as assigned.
- Advise the City Council at bi-weekly meetings and assist with preparation of said meetings.
- Obtain a sufficient level of understanding to navigate the City's financial accounting software.
- Handle potentially sensitive and confidential information; ensure that confidentiality is adhered to when necessary.
- Serve as the City's Public Information Officer, speaking on behalf of the City to press and various other organizations to ensure effective communication of City policies and actions.
- Craft policy and provide research as requested by the City Council.
- Make presentations and facilitate public discussion at various forums and town-hall meetings.
- Lobby on the City's behalf to other organizations at the municipal, county, quasi-governmental, state, federal levels.
- Provide for the application and administration of grants and funds allotted to the City; identify potential funding sources.

The above information on this job description has been designed to indicate the general nature and level of work performed by the employee within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties and responsibilities required of all employees assigned to this job.

Minimum Qualifications:

A Bachelor's degree in business administration, public administration, finance, or a related field; Master's degree preferred. Supervisory or managerial experience in a municipal setting strongly preferred. Experience in lieu of education may be considered. Strong written and oral communication skills are required.

Physical Demand of the Position:

While performing the duties of this position, the employee will be working mainly indoors. The employee may be subject to complaints that could involve disgruntled citizens or tense situations. The employee is required to communicate both orally and in writing. Employee must be able to reach and manipulate objects, tools, or controls; must be able to drive, type and lift up to approximately twenty (20) pounds.

Pre-employment Requirements:

Must be able to pass a drug screen
 Education, experience and references will be verified
 A background check will be conducted

Compensation: Salary/paid every two weeks

Exemption Status: Exempt, at-will employee

Benefits: Participation in the New Mexico Public Employee Retirement Association is required. City offers a partial paid insurance program. The City offers additional participation in a 457 governmental retirement plan.