



## ROOSEVELT COUNTY – JOB DESCRIPTION

### County Manager JOB DESCRIPTION

Position Title:	County Manager	Exemption Status:	Exempt, At WILL
Department/Office:	Administration	Salary:	Depending on Qualifications / Depending on Experience
Reports to:	Roosevelt County Board of Commissioners	Last Updated:	May 30, 2024

#### Job Summary

This position is appointed by and reports to the Roosevelt County Board of Commissioners. Under guidance and direction of the Commission, the County Manager is responsible for the administration and operational services of County Government, in accordance with the policies set forth by the Board of Commissioners. This includes overseeing all County Departments, including the personnel within the Sheriff's Office, Clerk's Office, Treasurer's Office, and Assessor's Office. The County Manager also oversees the employment of key staff positions and ensures that all other hiring is done in accordance with applicable laws, County employment policies, and County practices.

#### Essential Functions

- Commission support, including provisions of timely, accurate, and sufficient information to the Board of County Commissioners (BOCC); planning and preparing of meeting agendas, execution of BOCC decisions and policies, and other services in support of the duties and responsibilities of the Board.
- Ensure the competent, courteous, and timely delivery of County services to the people of Roosevelt County.
- Ensure competent, timely, and ethical management, accounting, and reporting of County financial resources, including preparing and implementing the County budget, the procurement of goods and services on behalf of County government, and sound planning for the future integrity and adequacy of County resources.
- Assist in all stages of the annual budget development, construction and submission.
- Collaborate with Department Heads and Elected Officials in the preparation of annual budget for review and approval by the BOCC, as well as ongoing monthly budget report and monitoring communications.
- Act as primary contact in all legal matters facing the County, working directly with the BOCC, legal, County insurance carrier (New Mexico Counties Insurance Authority), and other various parties to manage and resolve legal issues.
- Direct all aspects of County government, overseeing all County Departments, including the personnel within the Sheriff's Office, Clerk's Office, Treasurer's Office, and Assessor's Office.
- Oversee the hiring, retention, and appropriate management, direction, compensation and supervisory support for the employees of Roosevelt County.
- Competent and cost-effective management, maintenance and replacement of the County's tangible resources.
- Form, maintain, and expand positive and effective partnerships and working relationships with other governmental entities and institutions.
- Effective follow up and leadership in the pursuit of new initiatives, policies, and priorities as they arise for the County, and at the direction of the BOCC.
- Guide, direct, and coordinate the operations of the County, with assistance of County staff, offices, and departments.
- Ensure compliance of all departments activities with Roosevelt County goals, objectives, policies, and procedures; as well as State and Federal laws.
- Exercise independent judgement within policy deadlines; evaluate and analyze issues, and recommend and coordinate solutions.
- Identify and monitor long and short-term goals and objectives, ensuring effective communication of issues and strategies.

- Develop, evaluate, and implement systems and standards for program evaluation, ensuring that County activities are in compliance with all laws, policies, and regulations.
- Monitor organizational operation; review and evaluate work methods and procedures. Develop and implement selected recommendations for improving County operations and processes.
- Provide guidance and direction to Department Heads
- Direct complex and sensitive projects, including economic development, special interest programs, and grants.
- Develop and maintain effective working relationships with State legislature, Elected Officials, and local business and community leaders.
- Independently plan and perform work assignments, monitor organization and operations; review and evaluate work methods.
- Serve as Custodian of Public Records for Inspection of Public Records requests.
- Actively work with and participate in various organizations, including the New Mexico Association of Counties (NMC,) the NMC Manager’s Affiliate, local groups, agencies, and entities, State and Federal legislators, legislative interim committees, and various other agencies and organizations as they arise.

### **Non-Essential Functions**

- Perform other duties as assigned or prescribed by the BOCC.

### **Professional Requirements**

- Following a conditional offer of employment, successfully complete background investigation which may include, but is not limited to: fingerprinting, criminal record search, driving record screening, reference check, employment verification, and credit check.
- Complete annual education requirements as assigned or designated by certification requirements.
- Adhere to dress code, appearance is neat and clean.
- Report to work on time and as scheduled.
- Maintain regulatory requirements, including all state, federal and local regulations.
- Represent the organization in a positive and professional manner at all times.
- Comply with all organizational policies and standards regarding ethical business practices in accordance with The Governmental Conduct Act, NMSA 1978, Chapter 10, Article 16 (“GCA”).
- Participate in performance improvement and continuous quality improvement activities.
- Conduct and/or attend meetings and in-services.
- Must be familiar with HIPPA, the Open Meetings Act, and the Inspection of Public Records Act.

### **Qualifications**

- Bachelor’s Degree in Finance, Public Administration, Communications, Business Administration, or related field required, relevant Master’s Degree preferred.
- Seven to ten (7-10) years of progressively responsible management experience, government preferred.
- Must possess a valid New Mexico Driver’s License, or must obtain one within six months of relocation.
- Have not been convicted of, pled guilty to, or entered a plea of nolo contendere to any felony charge or, within the three-year period immediately preceding this application, to any violation of any federal or state law or local ordinance relating to: aggravated assault, theft, driving while intoxicated, controlled substances or other crime involving moral turpitude; and has not been released or discharged under dishonorable conditions from any of the armed forces of the United States.
- Must reside within Roosevelt County or relocate within 90 days of hire.
- Must comply with safety guidelines of the County.
- Bi-lingual preferred.
- Veterans preferred.

### **Knowledge, Skills, and Abilities**

- Broad government knowledge, including Federal, State, and County laws, rules, regulations, and legislative procedures.
- Knowledge of structure and functions of government policies and procedures.
- Knowledge of current, social, political, and economic trends within State and County government.
- Knowledge of principles and practices of legal, ethical, and professional rules of conduct.
- Knowledge of techniques and practices for efficient and cost effective management of resources.
- Knowledge of public sector finances, revenues, taxation, budget, and grant protocols.
- Skill in planning, organizing, directing and controlling complex administrative services.
- Skill in effectively managing, leading, and delegating tasks and authority.
- Skill in prioritizing multiple tasks, projects, and demands.
- Skill in addressing institutional and cultural diversity, with successful experience and skill in working within cross-cultural and cross-jurisdictional situations.

- Skill in analyzing operational issues, evaluating alternatives, and making recommendations.
- Skill in investigating and analyzing complex and sensitive issues and complaints.
- Skill in effectively presenting information to public and professional audiences, and it effectively communicating verbal and written instructions.
- Skill in planning and implementing policies and procedures.
- Skill in establishing and maintaining effective working relationships, to be used with Elected Officials, staff, and the general public.
- Skill in commonly-used computer software, such as Microsoft Outlook, Word, Excel, and financial programs.
- Ability to work long/abnormal hours, including stressful situations
- Ability to maintain a telephone for twenty-four (24) hour use, 7 days a week, ensuring that any changes to contact information or response availability are communicated promptly when changed.

**Physical Requirements and Environmental Conditions**

- Work under stressful conditions and under extreme pressures.
- Work in varying degrees of temperature (heated or air conditioned).
- Position requires light to moderate work with 50 pounds maximum weight to lift and carry.
- Position requires reaching, bending, stooping, and handling objects with hands and/or fingers, talking and/or hearing, and seeing.
- Manual and finger dexterity.

**General Sign-off**

The employee is expected to adhere to all County policies, and to act as a role model in adherence to Roosevelt County policies.

*The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities.*

I have read, understood and had the opportunity to ask questions regarding this position description.

\_\_\_\_\_  
**Employee's Signature**

\_\_\_\_\_  
**Date**