

COUNTY OF LINCOLN

Todd F Proctor, Chairman
Jon F Crunk, Vice-Chairman
Samantha J Serna, Member
Pierre S Pfeffer, Member
Mark G Fischer, Member



Walter Hill, Assessor
Shannan Hemphill, Clerk
Rhonda Burrows, Probate Judge
Michael Wood, Sheriff
Sherrie Huddleston, Treasurer

Ira Pearson, County Manager

AGENDA

Board of County Commissioners – Special Meeting

July 28, 2023 @ 8:30am - Commission Chambers in Carrizozo, New Mexico and ZOOM

<https://us02web.zoom.us/j/82663432897?pwd=YjdnMVlZN3NZZ2lzREdGbnc2L2lZz09>

Meeting ID: 826 6343 2897

One tap mobile
+16694449171

1. Call to Order
2. Roll Call
3. Invocation
4. Pledge of Allegiance
 - a. Pledge – U.S. A. Flag
 - b. Salute – N.M. Flag (“I salute the flag of the State of New Mexico, the Zia Symbol of perfect friendship among united cultures”)
5. Approval of Agenda
6. Review, Discussion and Direction Regarding Job Descriptions:
 - a. Public Works Director
 - b. County Manager.
7. Commission Instruction on Steps to Proceed with Filling Lincoln County Manager Position
8. Update on the Solid Waste Request for Proposal Schedule
9. Next Meeting: August 22, 2023, Regular Commission Meeting
10. Adjourn

PLEASE NOTE: ALL SUBJECTS LISTED ON THIS AGENDA ARE TO BE CONSIDERED ACTION ITEMS BY THE BOARD OF COUNTY COMMISSIONERS UNLESS OTHERWISE INDICATED.

**COUNTY OF LINCOLN
Job Description Form**

Division/Department: Manager

Job Title: County Manager

Reports to: County Commission

Level/Grade: As deemed appropriate by the Commission

Type of position:
 Full-time
 Part-time
 Temporary/Seasonal
 Emergency Hire

Hours ____/Week
 Classified
 Unclassified

General Description:

The County Manager has the overall responsibility for managing and supervising the County's operations including administration, fiscal and financial management, budget preparation, personnel policies, grants, purchasing, inventory, contracts and agreements, audits, insurance, planning, technical services, code enforcement, computer systems and data processing, vehicle and facility maintenance, and preparation of commission meeting agendas. The County Manager is also responsible for other functions, projects and assignments required by the County Commission and must have a thorough and comprehensive understanding and knowledge of all laws, regulations and policies pertinent to the management and operations of County government. In addition, the County Manager must have extensive experience in the management and supervision of personnel, finance and other functions standard in the operations of local government and the ability to foster cooperative and good working relationship with the officials, employees, the general public and all other agencies and individuals associated with the position. The County Manager oversees all personnel matters and must be knowledgeable of the County Personnel Policy. The County Manager additionally serves as a Records Custodian and must be knowledgeable of the requirements of the Inspection of Public Records Act. The County Manager must have knowledge of all County and Departmental policies pertinent to the position.

This is an exempt position and employee must work the required number of hours to perform duties without overtime compensation as a condition of employment.

Education/Work Experience/Certification/Training Requirements/Abilities/Skills:

- High school diploma, B.A. in Business, Public Administration, Finance, Management or related field with at least seven years of local government experience, five of these in a top-level management and supervisory capacity.
- Combination of education, experience, training, certifications, ability and skills commensurate with duties of the position as deemed necessary and appropriate by the County Commissioners.
- Valid New Mexico State Driver's License. Must have a good driving record to be insurable for liability purposes.
- The County Manager is the County's Chief Executive Officer responsible to the County Commission to manager, supervise and enforce all policies, functions, personnel, procedures and directives under the authority of the County Commission, as the Commission deems appropriate and necessary.
- Must be able to read and write proficiently; must be proficient in use of CRT terminal and understand basic programs.
- Must interact with public, elected officials and staff in a pleasant and helpful manner, process and complete reports, and make complex decisions.

Work Conditions/Description of Tools, Equipment, Work Aids Used and Materials and/or Products Handled:

- Office environment. Normally works 8-5 Monday-Friday. May be required to attend out of town training and seminars.
- Telephone, personal computer terminal/keyboard, printer, copy machine, and fax machine,

Comments on Physical Requirements:

Maintain physical condition appropriate to the performance of assigned duties and responsibilities which may include the following: sitting and standing for prolonged periods of time; light to moderate lifting (up to 25 pounds); reaching, stooping, crawling, pulling, pushing, and manual dexterity; and operating assigned office equipment.

Approved by:

Date Posted: _____

Date Hired: _____

Employee Declaration:

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

Name: _____

Date: _____

COUNTY OF LINCOLN

Job Description

Division/Department: Public Works

Job Title: Director of Public Works

Reports to: County Manager

Type of Position: Contract

Salary Range: \$55K - \$85K / year

General Description:

Employee maintains oversight of the Lincoln County Planning Division:

Employee maintains oversight of current planning, and subdivision site reviews, County code enforcement, grant writing, grant compliance reporting and other functions as needed. The employee administers/enforces, implements, and oversees the county floodplain and Lodger's Tax ordinances (preferable floodplain certified): generally oversees the enforcement of all county ordinances and the issuance of applicable permits in the County.

Employee maintains oversight of the Lincoln County Solid Waste Division:

Oversight of Billing & Collections to Lincoln County Residents for Solid Waste Collection Services. Research of customer accounts; determining account status and identifies delinquent accounts; assist with collection activities against delinquent accounts, including pre-collection mailing preparation and follow-up; Oversee preparation and filing of liens: assure proper posting and recording of collection results to maintain data accuracy; maintain effective customer relations and performs customer service daily. Monitors collection status, determines need to follow up by contacting customers, determines past due status and initiates pre- collection process; prepares monthly status report of outstanding payments; researches property status on assessor's office database; provides backup for private hauler and homeowner association exemption verifications.

The employee is responsible for Project Management:

To include overseeing and monitoring construction and maintenance projects on County property. The employee analyzes the need for construction and building maintenance projects, develops cost estimates and makes recommendations to County Manager. Determines and recommends levels of departmental staff and equipment needed to effectively provide services to the County. The employee prepares and monitors the Planning / Public Works annual budget, and supervises other employees and performs other duties as assigned.

Education/Work Experience/Certification/Training Requirements/Abilities/Skills:

College degree required. High school diploma or GED certification required. Project Management experience or education preferred;

Work Experience Preferred: Two years' experience in a Public Works or Planning position in a New Mexico local government entity or four years New Mexico local government (any position); experience in planning, platting sub-divisions and knowledge of surveying principles; must have knowledge of legal processes for land splits; General knowledge of building, heating, cooling, plumbing and electrical systems that enable quality control over contractors.

Valid New Mexico State Driver's License. Must have a good driving record to be insurable. Working knowledge of personal computer systems and relative software;

Provide coordination of and field work for building construction and maintenance projects; planning activities; coordinates rural addressing, grant writing and grant compliance activities and other special projects as assigned. Must interact with the public and staff in a pleasant manner.

Work Conditions/Description of Tools, Equipment, and Materials and/or Products Handled:

Office and Field environment. Normally works 8:00 AM-5:00 PM Monday-Friday. May be required to attend out of town training and seminars.

Telephone, calculator, personal computer terminal/keyboard and printer, and other related office machines.

Potential work hazards include frequent driving of county vehicle, and climbing and descending staircases, and an occasional ladder.

Comments on Physical Requirements: Maintain physical condition appropriate to the performance of assigned duties and responsibilities which may include the following: sitting and standing for prolonged periods of time; light to moderate lifting (up to 50 pounds); reaching, stooping, crawling, pulling, pushing, and manual dexterity; and operating assigned office equipment.

Approved by: Ira Pearson

Date Posted: 07/21/2023

Date Hired: _____

Employee Declaration: _____

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

Name: _____

Date: _____