

**City of Truth or Consequences
Human Resources Office**

PH: (575) 894-6673

505 Sims Street

EXT: 314

Truth or Consequences, NM 87901

FAX (575)894-0363

Job Advertisement

CITY MANAGER

The City of Truth or Consequences has an opening for the position of
CITY MANAGER.

See Job Description for full requirements and representative duties.

The City of Truth or Consequences, New Mexico is accepting resumes for the position of City Manager. The City's Form of Government is Commission-Manager. The City of Truth or Consequences has a population of about 6,475, with staff of 105 employees and operates on an annual budget of \$24 Million. Preferred qualifications include a Bachelor's degree in a related field and a minimum of 5 years in Local Government Management including finance, budgeting, and human resources. Special consideration will be given to those who have actual City Management experience. Salary to be fixed by the Governing Body plus benefits, depending on qualifications and experience.

Application and Job Description are available from Human Resources Office, 505 Sims Street, T or C NM, 87901, tel. #575-894-7554 ext. 314, fax #575-894-0363.

Deadline for applications to be returned to the City's HR Office is: Until Filled.

E.O.E.

PUBLISH: Sentinel - Starting November 21, 2024
Las Cruces Sun -
Albuquerque Journal -

POSTED: CITY'S WEBSITE (11/15/2024)
INDEED.COM (11/15/2024)
New Mexico Municipal League (11/15/2024)

**City of Truth or Consequences
Human Resources Office**

505 Sims Street

PH: (575) 740-7554

Truth or Consequences, NM 87901

FAX: (575) 894-0363

JOB DESCRIPTION

Class Title: CITY MANAGER

Department: City Manager

Status: At Will

Salary: Negotiated/Contractual

GENERAL PURPOSE:

The City Manager is the Chief Executive Officer for the city and is appointed by the City Commission. The manager provides executive leadership and representation on all matters concerning city government, including interaction with executive level local, state and federal officials.

The City Manager is responsible for implementing and executing commission policy. Responsible for planning, directing, managing, and reviewing all activities and operations of the city; coordinates programs, services, and activities among city departments and outside agencies; ensures the financial integrity of the municipal organization; supervises City employees; represents the city's interests; provides highly responsible and complex policy advice and administrative support to the City Commission.

SUPERVISION RECEIVED/GIVEN:

The City Manager reports to the City Commission. The City Manager oversees all City Departments, operations and staff.

CITY OF TRUTH OR CONSEQUENCES MUNICIPAL CODE

Sec. 2-91. - Appointment.

There shall be employed by the Governing Body a chief administrative officer to be known as City Manager. He shall be employed for an indefinite term and shall hold office until a vacancy is created by death, resignation, or removal by the Governing Body. The City Manager shall be chosen solely on the basis of administrative qualifications, and the choice thereof shall not be limited by reason of former residence.

Sec. 2-92. - Responsibility.

The City Manager shall be responsible to the Governing Body for the proper administration of all the affairs of the City, and he shall be charged with the enforcement and carrying out of all ordinances, rules, and regulations passed or enacted by the Governing Body.

Sec. 2-93. - Authority.

All persons engaged in the administrative service of the City shall be employed and discharged by the City Manager.

Sec. 2-94. - Salary.

The City Manager shall receive an adequate salary to be fixed by the Governing Body.

Sec. 2-95. - Budget and recommendations.

- (a) The City Manager shall prepare and submit the annual budget and make recommendations to the Governing Body on all matters concerning the welfare of the City, and in all cases, except when clearly undesirable or unnecessary, it shall be the duty of the Governing Body to request the opinion of the City Manager on any proposed measure. The City Manager shall have a seat, but no vote, at every meeting of the Governing Body.
- (b) Each year the City Manager shall include amounts which shall be earmarked and used for emergencies and capital improvements within the annual budget transfers to an agency fund. The portion of the General, Golf Course, Airport, and Cemetery Funds earmarked for this purpose shall be 0.0463 times the total revenue. Total revenue shall be defined as total revenue per the City's annual audited financial statements less any revenue received which is legally restricted in its use by the entity from which it is derived.
- (c) A portion of this fund shall accumulate for emergency purposes exclusively, to a level of no less than \$150,000.00 to be accumulated or reimbursed at the rate of \$20,000.00 per year. Amounts therefrom shall become eligible for capital expenditure. Interest earned in such fund shall not be accounted as part of base but shall also be eligible for capital expenditure.

Sec. 2-96. - Administration.

The administration of the affairs of the City shall be divided into as many departments as may be deemed desirable by the Governing Body, each under the charge of a director employed by the City Manager.

Sec. 2-97. - Contracts.

The City Manager shall examine all proposed contracts to which the City may be a party and may sign on behalf of the City any contract authorized by the Governing Body, excepting where the Governing Body directs that some other officer shall do so.

It shall be the duty of the City Manager to see to it that all terms of any contract to which the City is a party are fully performed by all parties thereto.

Sec. 2-98. - Purchases.

The City Manager shall be general purchasing agent of the City and, except where specific provision to the contrary is made by law or by the Governing Body, he shall make all purchases of supplies, materials, and equipment authorized by the Governing Body, in the manner prescribed by and subject to the limitations imposed by law.

Sec. 2-99. - Assistant Manager.

The City Manager with the approval of the Governing Body may employ an assistant chief administrative officer to be known as the Assistant to the City Manager. He/she shall be employed upon recommendation of the City Manager under the terms and conditions specified in section 2-91 and shall be responsible for duties delegated by the City Manager, and in the absence of the City Manager shall be Acting Manager and shall fulfill all the functions, duties, and responsibilities of the City Manager.

Sec. 2-100. - Termination of employee incapable of operating motor vehicle.

Notwithstanding any provisions of this Code to the contrary, the City Manager shall be empowered to terminate the employment of any City employee who is incapable of operating a motor vehicle pursuant to the laws of the state and where the position for which he is or has been employed requires that the employee drive a vehicle.

Sec. 2-101. - Termination authority; job performance.

Notwithstanding any provisions of this Code to the contrary, the City Manager shall be empowered to terminate the employment of any City employee who is incapable of adequately performing his job.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Overseeing the operations of public services including water, sewage, electric, and sanitation.
- Making recommendations to the mayor and other city leaders on a variety of issues, including budgets, personnel needs and project costs.
- Ensuring completion of reports and studies commissioned by elected officials.
- Managing and directing operations of a municipality.
- Oversees the administrative tasks that allow a city to operate.
- Works closely with various City departments and city officials.
- Creates new public programs.
- Manage policies and procedures.
- Explaining complex issues to city government and the public.
- *Successful at managing relationships among and between a diverse set of stakeholders such as elected officials, community members, colleagues and other government officials.*

- Representing the city government during social functions as well as more formal meetings with municipalities and government officials.
- Supervising municipal projects and delegating responsibilities to the city operational managers of departments and city employees that are best suited for specific projects and jobs.
- Working on important economic development projects.
- Mediating between political groups when there is disagreement.
- Acting as a spokesperson to and addressing questions from the media regarding commission activities.
- Acting as a conduit by which the public can communicate their concerns and needs.
- Responding to and resolving questions or concerns of citizens.
- Issues public statements to the press and responds to questions from the press related to City management, policies, procedures, administrative decisions, etc.; assumes responsibility for general public relations activities; attends public events and delivers public addresses.
- Working with the mayor and other city officials to ensure the municipality operates within its budget.
- Monitors city expenditures and provides budget reports detailing the city's fiscal status.
- Advises the mayor or city commission about budgetary issues, such as unanticipated fluctuations in tax revenue or other funding sources.
- Communicating and overseeing the heads of city departments that report to the city manager.
- Overseeing city personnel.
- Meeting with various heads of departments to identify and resolve issues.
- Responsible for approving the hiring and firing of city employees in all departments.
- Serves as arbitrator or adjudicator of complaints filed against or between City employees, departments, divisions, or services; negotiates to achieve mutually agreeable solutions.

MINIMUM QUALIFICATIONS:

1. Education and Experience:

- A. Minimum of Bachelor's Degree, undergraduate or graduate degree in business, political science, criminal justice, public administration, finance, and accounting or closely related fields.

And

- B. Five (5) years of public administration experience performing above or relate duties;

Or

- C. An equivalent of 9 years or more combination of education and experience in senior public administration.

2. Knowledge, Skill, and Abilities:

Thorough knowledge of principles and practices of city management/administration, including budgeting, finance, parliamentary procedure, program/services evaluation; New

Mexico laws, regulations, and guidelines governing all aspects of a city operations, management concepts and methods related to team building, empowerment and participative leadership; human resource management and principles of supervisions; training and staff utilization practices; legal and political issues affecting City operations and management; various revenue sources available to local governments including state and federal sources; principles of negotiation and problem solving.

Considerable skill in the art of diplomacy and cooperative problem solving; management, leadership and organization behavior; establishing and maintain effective working relationships with State, Federal, and other local officials, elected officials, subordinate staff, and City residents.

The City Manager is to have an agile mind and excellent communication skills and need characteristics such as:

- Diplomacy and tactfulness.
- Strong written and verbal skills that are clear and understandable.
- Excellent organizational skills in order to manage projects and delegate personnel.
- Strong critical thinking skills.
- Public speaking skills.
- Knowledge and understanding of local and city laws, codes, ordinances and regulations.
- Knowledge of general laws and ordinances for municipal government,
- Understanding of governmental processes.
- An ability to negotiate with employees, different jurisdictions, and those people, such as vendors, who provide services to the city.
- Solid understanding of the key roles that others play in city government
- The ability to research and find needed resources as well as to adapt to changing situations
- Experience with various types of governmental forms and relationships between professional managers and elected officials.
- Understanding how city governments work, including city and state codes.
- Delegating authority and responsibilities.
- Knowledge of race and ethnic issues in cities.
- Profound knowledge of governmental accounting procedures.
- Ethics in leadership, making value-based decisions.
- Experience with goal setting and program evaluation.
- Negotiation experience to resolve complex and sensitive problems.
- Understanding of Human Resources management best practices, staff facilitation and strategic planning.
- Possess a deep understanding of public financing, legal issues and the intricacies of how bureaucracies function

Requirements/Certifications/License:

- Valid New Mexico Driver's License.
- Must successfully pass pre-employment drug screening.

EQUIPMENT, TOOLS, AND MATERIALS:

- City vehicle, personal computer, operation of standard office equipment, and job-specific functions.

List is generally not all inclusive.

WORK ENVIRONMENT:

- Office Environment.
- Driving a City vehicle to conduct work.
- The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.
- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- The noise level in the work environment is usually moderate.

PHYSICAL FUNCTIONS:

- Hearing and speaking to exchange information and make presentations.
- Seeing to read a variety of materials.
- The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to walk and sit.
- The employee is occasionally required to stand; use hands to finger, handle, or feel; and reach with hands and arms. The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, and ability to adjust focus.

SELECTION GUIDELINES:

Formal application, rating of education and experience, oral interview and reference check; job related tests may be required. 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. The job description does not constitute an employment agreement between the employer and the employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Equal Opportunity Employer Statement:

The City of Truth or Consequences is an equal opportunity employer that is committed to diversity and inclusion in the workplace. We prohibit discrimination and harassment of any kind based on race, color, sex, religion, sexual orientation, national origin, disability, genetic information, pregnancy, or any other protected characteristic as outlined by federal, state, or local laws. This policy applies to all employment practices within our organization, including hiring, recruiting, promotion, termination, layoff, recall, leave of absence, compensation, benefits,

training, and apprenticeship. The City of Truth or Consequences makes hiring decisions based solely on qualifications, merit, and business needs at the time.

I have read the above written 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. I understand that this is a uniformed fulltime position in compliance with FLSA (Fair Labor Standards Act).

Name_____

Date_____