



# Village of Taos Ski Valley

## Job Description

<b>Job Title:</b> Village Administrator	<b>Job Code:</b> 100
<b>Division:</b>	<b>Effective Date:</b> 04/04
<b>Department:</b> Executive	<b>Last Revised:</b> 08/2018

### GENERAL PURPOSE

Performs a variety of professional, executive, leadership and managerial duties related to planning, directing, organizing, and controlling the administrative processes necessary to carry out the efficient and economic operation of the Village. Oversees Village facilities and operations, development and maintenance of public works systems, capital improvements and infrastructure.

### SUPERVISION RECEIVED

Works directly with the Mayor and under the policy guidance and direction of State and Federal laws, Village Ordinances and the Village Mayor and Council.

### SUPERVISION EXERCISED

Provides broad policy guidance, direction and general supervision to department heads related to operations, personnel, fiscal and general management functions of the Village.

### ESSENTIAL FUNCTIONS

**Management & Administration:** As chief administrative officer, directs and is responsible for the planning, delivery, and evaluation of all Village services and activities through subordinate department heads; assumes responsibility for full and effective utilization of Village personnel by establishing overall departmental objectives, priorities and standards; serves as final hiring authority for all non-exempt and most exempt Village positions, makes recommendations for department head appointments to the governing body; gives final approval, or recommends to council for appointment, all recruitment and selection activities coordinated by the HR Director; in conjunction with the HR Director, monitors human resource management activities related to advancement, discipline, and discharge; supervises administrative departmental staff; evaluates performance; familiar with and understands staffs requirements and assists them to determine priorities and delegate assignments.

Works with the Finance Director to establish the Village's budget and assure compliance with the State Department of Finance and Administration, Local Government Division.

Coordinates the preparation of meeting agendas with the Village Clerk, attends Village council meetings to apprise and advise officials related to various programs, services and activities; attends various advisory and commission meetings to represent Village management.

Directs the effectiveness of Staff through regular monthly staff meetings; participates in all meetings of the Village Council and presents new/modified programs and policies for Council review and approval; represents the Village in meetings with State, Federal, and other local governmental agencies, and in meetings with professional organizations and local/regional citizen groups.

Manages the day-to-day operations and internal affairs of the Village; assists staff to develop policies, procedures and processes as needed to implement the decisions of the Village council; interacts with the Village Council to discuss/recommend new/modified services and activities to improve the health, safety, and/or welfare of the Village's residents; performs and directs research on issues, policies, and political developments; advises and appraises governing body as needed; approves recommendations for executive and administrative actions; makes recommendations for legislative actions; conducts or recommends internal investigations, examines books, records and official papers of any office, department, agency, board or commission of the Village as needed to assure integrity of operations and prevent impropriety.

Meets with Village residents, attorneys, developers, consultants, vendors, and other parties to discuss/resolve issues of mutual concern and/or interest; facilitates public access to Village of Taos Ski Valley government and planning/development efforts/activities; informs/updates the Village Council regarding all major matters, transactions, developments, and activities relating to the operations, services, and functions of the Village of Taos Ski Valley.

Represents the Village as directed by the governing body; participates in intergovernmental consortiums to establish mutual relationships and programs; facilitates and participates in interagency, intergovernmental and private enterprise programs and projects as needed.

Serves as arbitrator of complaints filed against or between Village employees, departments, divisions, or services; or works with professional arbitrators to negotiate and achieve mutually agreeable solutions.

Develops Village reports; issues public statements to the press and responds to questions from the press related to Village management, policies, procedures, administrative decisions, etc.; assumes responsibility for general public relations activities. Exercises general supervision over public property under the jurisdiction of the Village.

Oversees the planning, organizing and general functions associated with the Village including; engineering projects, project design, management and construction administration related to potable water, secondary water, waste water, storm drain, streets, curbs and gutters, engineering and other public works projects affected by private development and Village capital improvement projects (CIP); TIDD projects, TSVI projects and effects on the Village and the project priorities; reviews engineering reports for proposed projects and developments; oversees long range strategies for public works development; reviews and approves water right acquisitions. Directs and participates in the development and implementation of the Village's Capital Improvement Plan consistent with the Village master or general plan guidelines and specifications; assures all projects and programs comply with established New Mexico Code, Village ordinances, budgets and generally accepted engineering standards.

Performs other related duties as required.

MINIMUM QUALIFICATIONS

- 1. Education and Experience:
  - A. Graduation from college with bachelor's degree in public administration, business administration, finance or a closely related field; Master's degree preferred
  - AND
  - B. Five (5) years of managerial and leadership experience performing above or related duties;
  - OR
  - C. An equivalent combination of education and experience.

2. Knowledge, Skills, and Abilities:

**Knowledge of** principles and practices of Village management/administration, including budgeting, finance, purchasing, grant writing, rural planning, public safety, and program/services evaluation; New Mexico laws, regulations, and guidelines governing all aspects of Village operations management concepts and methods related to team building, empowerment and participative leadership; human resource management and principles of leadership and supervision; training and staff utilization principles; legal and political issues affecting Village operations and management; various revenue sources available to local governments including state and federal sources; negotiation and problem solving skills. General working knowledge of water and wastewater systems and treatment operations.

**Considerable skill** in the art of diplomacy and cooperative problem solving; leadership and organizational behavior management; establishing and maintaining effective working relationships with State, Federal, and other local officials, elected officials, staff, and Village residents.

**Ability to** understand and interpret complex laws, rules, regulations, policies, and guidelines; direct the work of others; plan, organize, and direct, through staff, the efficient, effective delivery of Village programs, services and functions; develop operating policies and procedures; analyzing and resolving problems regarding Village programs, services, and function; establish and maintain effective working relationships with employees, other agencies and the public; communicate effectively, verbally and in writing; implement cooperative problem-solving processes; professionally handle confrontational situations, operate personal computer and various software applications for word processing and spread sheet information; access e-mail and effectively function in a computerized communications environment.

- 3. Special Qualifications:
  - Must be reachable 24/7 for emergency response.

4. Work Environment:

Incumbent of the position performs in a typical office setting with appropriate climate controls. Tasks require variety of physical activities, not generally involving muscular strain, such as walking, standing, stooping, sitting and reaching. Continuous talking, hearing and seeing required in the normal course of performing the job. Common eye, hand, finger dexterity required to perform essential functions. Must occasionally lift weights of 10-50 pounds. Mental application utilizes memory for details, verbal instructions, emotional stability, discriminating thinking and creative problem solving. Periodic travel required in normal course of job performance.

\*\*\*\*\*

**Disclaimer:** The above statements describe the general nature, level, and type of work performed by the incumbent(s) assigned to this classification. They are not intended to be an exhaustive list of all responsibilities, demands, and skills required of personnel so classified. Job descriptions are not intended to and do not imply or create any employment, compensation, or contract rights to any person or persons. Management reserves the right to add, delete, or modify any and/or all provisions of this description at any time as needed without notice. This job description supersedes earlier versions.

I \_\_\_\_\_ have reviewed the above job description. Date: \_\_\_\_\_

Employee