



## **CITY OF RIO COMMUNITIES JOB DESCRIPTION**

Position: City Manager  
Status: Exempt

### **General Statement of Duties:**

Under the administrative direction of the Mayor/Council, with 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 City Manager shall plan, direct, and coordinate the various services, community planning and activities as determined by the Mayor/Council in accordance with the City's Municipal Code.

### **Supervision Received and Exercised**

Appointed by and sworn in will receive administrative direction from the Governing Body.

Exercises direct supervision over appointed Department Heads and City employees.

### **Essential Functions and Duties**

Manages the day to day operations, develops guidelines, deadlines, policies and procedures; initiates studies in long range and current planning/zoning, economic development; monitors project activities and progress to assure implementation of comprehensive plan; issues interpretations of City zoning, planning, building and related ordinances and regulations.

Shall enforce and carry out all ordinances, rules and regulations enacted by the City Council; employ and discharge all persons engaged in the administrative service of the municipality; prepare and submit an annual and the ICIP. Shall participate in City wide fiscal planning process presenting for review to the Governing Body. Advise the Mayor/Council as to the financial condition of the City and supervise the preparation of financial reports. Assist in the identification of sources of funding for citywide projects. Apply for grants and implement administrative processes as needed to comply with grant conditions; monitor grant compliance to assure effective working relations with funding agencies. and make recommendations to the Council on all matters concerning the welfare of the municipality. NMSA 1978 § 3-13-3



Serves as administrative liaison to the Mayor/Council, Planning Commission and Economic Development Committee. Convert planning and development policies, goals, objectives, and strategies into action plans with timetables and deadlines.

Attend all City Council meetings in an advisory position only and shall not have a vote on the Council. Attend other meetings as directed by Governing Body.

Prepare annual City Budget/ICIP and participate in City wide fiscal planning process presenting for review to the Governing Body. Advise the Mayor/Council as to the financial condition of the City and supervise the preparation of financial reports. Assist in the identification of sources of funding for citywide projects. Apply for grants and implement administrative processes as needed to comply with grant conditions; monitor grant compliance to assure effective working relations with funding agencies.

Implement ordinances and resolutions passed by the Governing Body in accordance with state statutes.

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

Thorough knowledge of principles and practices of comprehensive planning, economics, sociology and community organization as it applies to urban planning and economic development. Adept and experienced at municipal operations, budgeting, accounting and related statistical procedures; management and community outreach principles, business and technical writing; interpersonal communication skills; public relations and public speaking; and skilled in conflict resolution and team building. Development of personnel training and safety action plans.

Experience and skills in the art of diplomacy and cooperative problem solving; leadership and organizational behavior management; personnel management; establishing and maintaining effective working relationships with County, State, Federal and other officials, elected officials and City residents.

Proven experience and knowledge of principles of management, supervision and employee motivation, construction principals and codes, principles of growth management, economic development, grant and revenue enhancement, recreation planning, cost benefit analysis and SWOT techniques.

Ability to administer a large work program/project and analyze financial problems, issues and make recommendations for solutions; providing for an orderly process and on time completion.



Minimum of 5 years' experience in municipal governance, management, or local government administration, fiscal management, personnel management in accordance with state statutes.

Experience in setting up administrative systems for a new or transitional municipal government.

The City Manager shall, at the time of appointment, begin the process of certification immediately upon employment and shall become certified within 5 years of appointment.

**Physical Demand of the Job:**

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 situations where bodily injury could take place. The employee is required to communicate both orally and in writing. Employee must be able to reach and manipulate objects, tools, or controls, drive, type, and lift up to 20 pounds.

**Pre-employment Requirements:**

Must be able to pass a drug screen and a background check.

**Compensation Type:** Salaried based on 35-hour week paid every 2 weeks

**Exemption Status:** Exempt at will employee

**Salary:** Starting salary is negotiable depending on qualifications, education and training in related fields. Compensation is determined yearly by budgetary process. The City Manager shall receive the compensation as allowed by the City of Rio Communities Classification and Pay Plan as adopted by the governing body and as amended by said body from time to time or as set in the city budget from time to time.

**I have read and received a copy of this job description. I can do the functions listed for the job and meet the minimum qualifications of the job.**

\_\_\_\_\_  
Print Employee Name

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date