

Town Administrator
Town of Cochiti Lake

Position Summary:

The Town Administrator supervises all Town personnel in the implementation of policies adopted by the Assembly.

The position of Town Administrator is authorized by Section 805 of the Town Charter: "The Town Administrator shall be the administrative head of the government of the Town, under the direction and control of the Assembly. He shall be responsible for the efficient administration of all affairs of the Town which are under his control."

Primary Functions:

Personnel:

1. Supervise all Town employees and contractors.
2. Maintain employee personnel files in a confidential manner.
3. Conduct employee counseling sessions in a confidential manner.
4. Assess the need and arrange for Town employee training.
5. Update the Personnel Handbook for approval by the Assembly.
6. Supervise the Town Employee Evaluation System and assist employees in the preparation of evaluation documents.
7. Conduct an annual employee compensation and benefits survey of similar towns in New Mexico and present findings to the Assembly.
8. Appoint, subject to the approval of the Assembly, one of the other officers of the Town to serve as Administrator Pro-Tempore during any temporary absence or disability of the Town Administrator (Section 805 of the Town Charter).

Management:

9. Develop and update written systems and procedures to implement policies of the Assembly and to maintain continuous Town operations when absent.
10. Protect the integrity of the Town offices by securing and limiting access to Town property and records.
11. Meet with employees to establish work hours and tasks.
12. Supervise the Annual Physical Inventory of all Town property, and maintain the schedule of fixed assets, such as property, for the Annual Audit.
13. Supervise the maintenance of Town property and public areas to promote an attractive and safe environment for Town citizens.
14. Direct all capital improvement projects of the Town, maintain accurate records for such projects, and act as the contact person for contractors, professional consultants and other entities involved.

Financial:

15. Budget:

- a. At least sixty (60) days prior to the beginning of each fiscal year, prepare and present a proposed Annual Budget to the Assembly, for approval by the end of the fiscal year in compliance with Section 1706 of the Town Charter.

16. Operations:

- a. Manage Town operations within budget.
- b. Evaluate insurance coverage and make recommendations to the Assembly at the end of the calendar and as needed.
- c. Recommend to the Assembly an independent certified public accountant or firm approved by the State Auditor's Office to conduct an annual financial audit of the Town and post the results for public review.
- d. Review the written Monthly Financial Report prepared by the Town Treasurer.

- e. Manage all Town purchasing system in accordance with Section 1714 of the Town Charter and present warrants in compliance with the Town Ordinance for Purchasing.
- f. Approve recommendations from the Town investment account manager according to the Investment Policy approved by the Assembly

Interaction with the Public, Assembly, the Cochiti Community Development Corporation (CCDC):

- 17. Interact with the Public, the Assembly and CCDC in a courteous, *impartial* and cooperative manner.
- 18. Attend all Town and Assembly meetings.
- 19. Make professional presentations to the Assembly, both orally and in writing, by presenting a clear statement of a problem or issue, related facts, assumptions, options with advantages and disadvantages for each, and a recommended course of action.
- 20. Prepare and mail a letter to the Town citizens each calendar quarter, and as needed, that is approved by the Assembly and summarizes Town projects, Assembly decisions, or other issues that may impact the citizens of the Town.

Other:

- 21. Perform other duties and projects as maybe assigned by the Assembly and report any conflicts of job priorities that may result.

Job Priorities:

- 22. Budget preparation during the annual budget process.
- 23. Employee evaluations during the annual evaluation process.
- 24. Town administration when on duty.

Experience, Knowledge, Skills, and Abilities:

Required:

- 25. Verifiable experience in operating computer systems and preparing documents using word processing, spreadsheet software.
- 26. Verifiable experience in supervising others.
- 27. Eligible for a fidelity bond in compliance with the Town Ordinance for Bonds of all Officials or Employees.
- 28. Demonstrates effective oral and written communication skills.

Preferred:

- 29. Experience or Knowledge:
 - a. Municipal management, municipal government, programs, community problems, and decision-making processes.
 - b. Municipal financial management and accounting procedures, budgeting and investments.
 - c. Application process for state and federal grant programs.
 - d. Purchasing principles and practices, including the bid process.
- 30. Skills and Abilities:
 - a. Motivate and maintain positive relations with Town staff.
 - b. Remain objective and accept criticism.
 - c. Demonstrate conflict resolution and public relations skills.

Compensation: "The Town Administrator shall receive such compensations as the Assembly shall from time to time determine and fix by resolution, and shall be reimbursed for sums necessarily incurred or paid by him in the performance of his duties or when traveling on business pertaining to the Town under direction of the Assembly." (Section 805 of the Town Charter)