

ROOSEVELT COUNTY EMPLOYMENT OPPORTUNITY

POSITION TITLE:	COUNTY MANAGER
DIVISION:	ROOSEVELT COUNTY MANAGER'S OFFICE
CLASSIFICATION:	AT-WILL
WAGE LEVEL:	COMPETITIVE COMPENSATION PACKAGE, DOQ
DEADLINE TO APPLY:	5:00 P.M., August 29, 2014

Duties & Responsibilities: Under guidance and direction of the County Commission, the County Manager is responsible for the administration and operational services of County Government, including general supervision of a County workforce.

QUALIFICATIONS & REQUIREMENTS

- Bachelor Degree in a relevant field preferred.
- Five (5) years of government management experience or upper level management experience preferred.
- Professional certifications and trainings related to public sector management are preferred.
- Must possess, or be able to obtain, a valid New Mexico Driver's License.
- Candidate will be required to, pass a post-offer drug and alcohol test, take a physical examination and will be subject to a background investigation.

The deadline for submitting an application/resume is 5:00 P.M., August 29, 2014. For a full job description and application, please call the Queener Law Firm, P.C. at (575) 935-9400 or visit our website: www.rooseveltcounty.com. Resumes should be submitted to:

By Mail:
Queener Law Firm, P.C.
Attn: Human Resource Department
P.O. Box 970
Clovis, NM 88102

Personal Delivery:
Queener Law Firm, P.C.
Attn: Human Resource Department
1304 Pile Street
Clovis, NM 88101

Roosevelt County is an Equal Opportunity Employer

TITLE: ROOSEVELT COUNTY MANAGER
CLASSIFICATION: FULL-TIME/AT-WILL
SALARY: Competitive Compensation Package, DOQ

JOB SUMMARY:

This position is appointed by and reports to the Board of County Commissioners. Under guidance and direction of the County Commission, the County Manager is responsible for the administration and operational services of County government, including general supervision of a County workforce of about ninety-five (95) and an annual budget in excess of Fourteen million dollars (\$14,000,000).

ESSENTIAL DUTIES & RESPONSIBILITIES:

The essential functions of duties listed below are intended only as illustrations of the various typed 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 of the position:

- Commission Support – involving provisions of timely, accurate and sufficient information to the Commissioners, planning and preparing of meeting agendas, execution of Commission decisions and policies, and other services in support of the duties and responsibilities of the Board of County Commissioners;
- County Services – ensuring the competent, courteous and timely delivery of County services to the people of Roosevelt County;
- Financial Management – ensuring the competent, timely and ethical management, accounting and reporting of County financial resources, including preparing and implementing the county budget, the procurement of goods and services on behalf of County government and sound planning for the future integrity and adequacy of County resources;
- Human Resource Management – overseeing the hiring, retention and appropriate management, direction, compensation and supervisory support for the employees of Roosevelt County government;
- Asset Management – including the competent and cost-effective management, maintenance and replacement of the County’s tangible resources;
- Social and Economic Development – including securing and allocating resources to the social and economic development of the County and its communities;
- External Relations – including the formation, maintenance and expansion of positive and effective partnerships and working relationships with other jurisdictions and institutions; and
- Emerging Policy Priorities – involving effective follow-up and leadership in the pursuit of new initiatives, policies, and priorities as they arise for the County Government and by direction of the Board of County Commissioners.
- Provide trustworthy and timely staffing support to the Board of County Commissioners,

including analysis of reports and documents, compilation and provision of information, and recommendation of appropriate actions for Commissioner consideration.

- With assistance by County staff, offices and departments, guides, directs and coordinates the operations of the County government.
- Ensures compliance of all departments activities with Roosevelt County goals, objectives, policies and procedure, and with State and Federal laws.
- Exercises independent judgment within policy guidelines; evaluates and analyzes issues; and recommends and coordinates solutions.
- Identifies and monitors long and short-range goals and objectives, and ensures effective communication of issues and strategies.
- Develops, evaluates and implements systems and standards for program evaluation, and ensures that County activities are in compliance with all laws, policies and regulations.
- Monitors organizational operations, reviews and evaluates work methods and procedures and develops and implements selected recommendations for improving County operations and processes.
- Collaborates with Department Heads in preparing the annual budget for review and approval by the Board of County Commissioners.
- Manages and directs or assigns and delegates the activities of the following departments:
 - Manager's Office
 - Road Department
 - Finance
 - Procurement
 - Human Resources
 - Legal
 - Detention Center
 - Planning
- Collaborates with the Elected Officials, as well as with the offices, agencies and directors of independent boards, including by not limited to:
 - Assessor
 - Clerk
 - Treasurer
 - Sheriff
 - Probate Judge
- Provide direction and guidance to Department Heads.
- Analyzes and evaluates issues and proposals, develops recommendations, and directs the implementation of selected solutions.
- Provides staff assistance to the County Commission; and prepares and presents staff reports and correspondence.
- Directs complex and sensitive projects, including economic development, special interest programs and grants.
- Establishes appropriate service and staffing levels within County policy; analyzes workload trends and determines staffing adjustments and personnel assignments.
- Analyzes and recommends policies and procedures for the orderly conduct of County administrative affairs, directions the preparation of special and recurring reports and analytical studies on a wide variety of administrative budgetary issues.

- Develops effective working relationships with the State Legislature, elected officials and local business and community leaders.
- Coordinates County activities with those of other governmental agencies.
- Performs other duties as may be prescribed by the commission.

QUALIFICATIONS & REQUIREMENTS:

- Bachelor Degree in a relevant field preferred.
- Five (5) years of government management experience or upper level management experience preferred.
- Professional certifications and trainings related to public sector management are preferred.
- Must possess, or be able to obtain, a valid New Mexico Driver's License.
- Candidate will be required to, pass a post-offer drug and alcohol test, take a physical examination and will be subject to a background investigation.

Core Knowledge, Experience and Skill Base:

- Broad Government Knowledge: Knowledge of Federal, State and County laws, rules, regulations and legislative procedures.
- Knowledge Specific to County Government: Knowledge of structure and functions of County government, policies and procedures.
- Knowledge of Relevant Trends: Knowledge of current, social, political and economic trends in state and county government.
- Knowledge of Professional Conduct: Knowledge of principles and practices of legal, ethical and professional rules of conduct.
- Knowledge of Management: Knowledge of techniques and practices for efficient and cost effective management of resources.
- Knowledge of Public Finance: Knowledge of public sector finances, revenues, taxation, budget and grant protocols.
- Management Skill: Skill in planning, organizing, directing and controlling complex administrative services for County government.
- Organizational Planning Skill: Skill effectively managing, leading and delegating tasks and authority.
- Task Supervision Skill: Skill in effectively managing, leading and delegating tasks and authority.
- Task Supervision Skill: Skill in effectively managing, leading and delegating tasks and authority.
- Skill in Managing Complexity: Skill in prioritizing multiple tasks, projects and demands.
- Skill in addressing Institutional and Cultural Diversity: Successful experience and skill in working in cross-cultural and cross-jurisdictional situations.
- Analytical Skill: Skill in analyzing operational issues, evaluating alternatives and making recommendations, and in investigating and analyzing complex and sensitive issues and complaints.

- Communication/Presentation Skill: Skill in effectively presenting information to public and professional audiences, and in effectively communicating verbal and written instructions.
- Policy & Procedure Skill: Skill in planning and implementing policies and procedures.
- Human Relations Skill: Skill in establishing and maintaining effective working relationships with elected officials, staff and the general public.
- Computer Skill: Skill in commonly-used computer software such as Microsoft Outlook, Word, Excel and financial programs.

PHYSICAL DEMANDS:

- 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 will be made to enable individuals with disabilities to perform the essential functions.
- The employee must be able to lift and/or move up to twenty-five (25) pounds.
- Because this is an executive level position, the employee will occasionally be exposed to long working hours and stressful situations.

Resumes and this signed document should be submitted to:

Queener Law Firm, P.C.
P.O. Box 970
Clovis, NM 88102

For Personal Delivery: Queener Law Firm, P.C.
1304 Pile Street
Clovis, NM 88101

Applicant Declaration

I have read the above Position Specifications. I understand the demands and expectations of the position described and to the best of my knowledge, have no limitations that would prevent me from performing these duties as indicated.

I also understand that any application materials that I submit may be subject to the New Mexico Inspection of Public Records Act.

Signature

Date

Printed Name



ROOSEVELT COUNTY EMPLOYMENT APPLICATION

CONFIDENTIAL APPLICATION FOR EMPLOYMENT

Queener Law Firm – 1304 Pile St.- Clovis, NM 88101 - 575-935-9400

PRINT IN BLACK INK OR TYPE. These instructions must be followed exactly. Fill out application form completely. If questions are not applicable, enter "NA". **Do not leave questions blank.** Be sure to sign when completed. Roosevelt County is an Equal Opportunity Employer and does not discriminate on the basis of race, color, national origin, sex, ancestry, religion, age or disability in employment. You may make copies of this application and enter different position titles, but **each copy must have an original signature. Resumes will not be accepted in lieu of fully completed applications. Please return application to Queener Law Firm. Faxed/Emailed applications will not be accepted.**

LEGAL NAME _____
(Last) (First) (Middle)

MAILING ADDRESS (Current) _____
(Street) (City) (State) (Zip)

PHONE _____ ALTERNATE NO. _____

Are you known to schools, references, or former employers by another name? Yes () No ()

If yes, by what name (s)? _____

PRINT EXACT TITLE OF POSITION FOR WHICH YOU ARE APPLYING FOR:

Date available for work _____ Expected Salary _____

Are you at least 18 years of age? Yes () No ()

Driver's License _____ Expiration Date _____

State Number
Class A Class B Class C Class D Class E Class M CDL Endorsements: _____

Are you legally entitled to work in the United States? Yes () No ()

*Proof of eligibility will be required upon employment

EDUCATION

(NOTE: Applicants are required to provide proof of education: i.e., diploma, degree, transcripts, certifications and registrations.)

Circle Highest Grade Completed 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 Did you graduate? Yes () No () GED? Yes () No ()

Type Of School	Name & Locations of Schools	Dates Attended		Semester Hours Completed	Graduated		Expected/or Graduation Date	Type of Diploma or Degree	Major and/or Minor Field of Study
		From	To		Yes	No			
High School									
College									
Technical									
LICENSE / CERTIFICATION (P.E., Attorney, CPA, etc.)		Date Issued	Issued by (State or Other Authority)		License No.		Location of Issuing Authority (City & State)		

Special Skills/Qualifications: List ALL special skills you possess and machines or equipment you can use, such as calculators, printing or graphics, computer equipment, types of software and hardware.

What language(s) do you speak and or write fluently? _____

How fluently? Fair () Good () Excellent ()

Have you ever been employed by Roosevelt County? Yes () No ()

If yes, list the departments and dates of employment _____

REFERENCES: Please provide names, addresses and phone number of three references NOT related to you (exclude former employers) in order to be considered for employment.

Name	Address	City/State	Phone Number

PLEASE READ THE FOLLOWING STATEMENTS CAREFULLY AND INDICATE YOUR UNDERSTANDING AND ACCEPTANCE BY SIGNING IN THE SPACE PROVIDED

I certify that all the information provided by me in connection with my application, whether on this document or not, is true and complete, and I understand that any misstatement, falsification, or omission of information shall be grounds for refusal to hire or, if hired, separated. I understand that failure to complete the application may be sufficient cause for rejection of this application or separation after employment. I also understand that if I am employed by the County, I must comply with its policies, procedures and directives as a condition of employment. I further understand that no employee or representative of Roosevelt County, other than the County Manager, has the authority to enter into any agreement for employment for any specified period of time.

I understand that as a condition of employment, I will be required to provide legal proof of authorization to work in the United States.

I, the undersigned, authorize any and all of my present and past employers, law enforcement agencies, courts and motor vehicle departments to disclose information regarding my character, integrity, reputation, work performance and job duties to **Roosevelt County**.

I understand that **Roosevelt County** will keep the information provided during the employment process confidential to the extent permitted by law. This application, along with any attachments, becomes the property of **Roosevelt County**.

It is the policy of **Roosevelt County** that applicants given a Conditional Offer of Employment take a drug test to show they are substance free. In order to protect the safety of co workers and the public, any applicant who refuses to take such test and/or whose test shows illegal drug use will not be employed by **Roosevelt County**.

THIS APPLICATION MUST BE SIGNED

Sign Here _____

Applicant's Signature

Date

ROOSEVELT COUNTY DRUG AND ALCOHOL ABUSE POLICY APPLICANT'S OVERVIEW FORM

Roosevelt County has a commitment to a drug-free workplace as a leader in promoting a drug-free work force.

All applicants, upon a conditional offer of employment for regular, full-time or part-time, safety-sensitive positions and temporary positions, will be required to submit a to a pre-employment alcohol/drug screen. A job applicant who refuses to consent to a drug and alcohol test, fails to report to collection site, or fails (tests positive) such test will be denied employment.

If a sample is positive for substances that may be associated with prescription medication, the applicant will be given the opportunity to report any medications that have been recently used to the Director of Human Resources, and will be asked to supply proof of valid prescription.

An applicant who tests positive on an alcohol/drug test may elect to have, at the applicant's expense, a portion of the original specimen retested by another approved testing facility, using the cut-off levels which are standard at the time of the testing. The request for a retest must be made within two working days of the applicant's notification of positive results. The original testing laboratory shall then arrange for the shipment of the sample to the approved testing facility of the applicant's choosing. The County shall reimburse the applicant for the retest if the retest is negative.

All employees are subject to the Drug and Alcohol Policy depending upon their jobs, which may include testing under the following conditions: post-vehicle accident, post-incident, reasonable suspicion, and random.

I certify that I have read the above overview of the Roosevelt County Drug and Alcohol Abuse Policy and consent to comply with all provisions of the policy.

Printed Name

Applicant's Signature

Date

EMPLOYMENT HISTORY

List present or most recent positions first. This information will be the official record of your employment history and must accurately reflect all significant duties performed. Summaries of experience should clearly describe your qualifications. If you need additional space to adequately describe your employment history, you may use an employment history supplemental page or attach a typed employment history providing the same information in the same format as this application form.

Company Name

Company Address/City/State

Company Phone Number w/Area Code

Your Position/Title

Name of Immediate Supervisor/Supervisor's Title

Supervisor's Telephone Number

Beginning Salary

Ending Salary

Start Date
MM/YYYY

Ending Date
MM/YYYY

Hours Worked
Per Week

Describe Your Duties:

Reason for Leaving:

May we contact your present employer? _____ YES _____ NO

Company Name

Company Address/City/State

Company Phone Number w/Area Code

Your Position/Title

Name of Immediate Supervisor/Supervisor's Title

Supervisor's Telephone Number

Beginning Salary

Ending Salary

Start Date
MM/YYYY

Ending Date
MM/YYYY

Hours Worked
Per Week

Describe Your Duties:

Reason for Leaving:

May we contact your present employer? _____ YES _____ NO

EMPLOYMENT HISTORY

You may copy and attach several pages if necessary

Company Name

Company Address/City/State

Company Phone Number w/Area Code

Your Position/Title

Name of Immediate Supervisor/Supervisor's Title

Supervisor's Telephone Number

Beginning Salary

Ending Salary

Start Date
MM/YYYY

Ending Date
MM/YYYY

Hours Worked
Per Week

Describe Your Duties:

Reason for Leaving:

May we contact your present employer? YES NO

Company Name

Company Address/City/State

Company Phone Number w/Area Code

Your Position/Title

Name of Immediate Supervisor/Supervisor's Title

Supervisor's Telephone Number

Beginning Salary

Ending Salary

Start Date
MM/YYYY

Ending Date
MM/YYYY

Hours Worked
Per Week

Describe Your Duties:

Reason for Leaving:

May we contact your present employer? YES NO

CONFIDENTIAL

ROOSEVELT COUNTY APPLICANT PROFILE

This page will be used only for statistical purposes in complying with the record keeping requirements of the Federal Government and to assure equal employment opportunity in the County's hiring practices. This profile will be filed separately from your application and the information contained will not be used in determining eligibility for employment. Participation is voluntary, but encouraged. Thank you for your interest in Roosevelt County Government. Roosevelt County is an equal opportunity employer.

Position(s) applied for: _____

Today's Date: _____ Date of Birth: _____

Name: _____

Address: _____
Street/PO Box City State Zip

1. Are you a veteran? () YES () NO
If so, what branch and when? _____
2. Are you Male () or Female ()
3. What is your ethnic background? (Please check only one)
() White
() African-American
() Hispanic
() American Indian or Alaskan Native
() Asian or Pacific Islander
() Other (Please explain) _____
4. How did you learn about this job? (Please check only one)
() Newspaper
() Walk in
() Referral by current/past employees
() Telephone inquiry
() Radio / TV
() Internet / Website
() Other (Please explain) _____
5. Do you consider yourself or do others consider you to be handicapped or disabled? () YES () NO
6. Do you have any physical limitations that without reasonable accommodations could affect your ability to successfully perform the job for which you are applying? () YES () NO
If YES, please explain below:

<u>DATE</u>	<u>INJURY</u>	<u>EMPLOYER</u>	<u>DOCTOR</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____