



## **JOB POSITION ANNOUNCEMENT**

The City of Española is seeking to hire the following position:

**POSITION: ADMINISTRATIVE SERVICES DIRECTOR**  
**REPORTS TO: CITY MANAGER**

**STATUS: FULL-TIME EXEMPT**  
**FLSA: EXEMPT**

### **SUMMARY:**

Under the direction of the City Manager, the Administrative Services Director is responsible for supervising, directing and administering all financial activities of the City of Española, within the New Mexico Procurement Regulations and New Mexico Department of Finance and Administration Standards and Guidelines.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned by the City Manager.

Manages, supervises, coordinates, directs, and monitors the administration of the City's Finance, Accounting, Human Resources, Data Processing, Utility Billing/Collections, and Purchasing in accordance with procurement regulations, Information Technology Systems, and Grants Administration. Administers the City's budget in compliance with established department guidelines and procedures to assure the City's financial stability. Prepares and directs the development and implementation of Municipal Policies & Departmental Procedures for all Purchasing, and Billing/Collections Departments; assuring the department's adherence to policies and guideline procedures. Assures the compliance to all state and federal accounting practices required and standards by all departments associated with the functions of finance transactions. In cooperation with the City Manager, leads the development and presentation of a balanced and maintained budget for approval by the New Mexico Department of Finance and ratification by the City Council.

### **KNOWLEDGE REQUIRED:**

Considerable knowledge of government finance and accounting principles and practices; spreadsheet; budget maintenance and preparation; interpretation to include detail financial audits. Maintain an active role in investment as well as restricted funds. Must be an effective communicator both written and oral, and must be adaptable at different audience levels capacities; able to develop and maintain an effective working relationship with all levels of governmental agencies, employees, City Manager, City Council, the public and the news media.

**SCOPE AND EFFECT:** The purpose of the position is to assure that financial services critical to the operation of the City are provided in an efficient and ethical manner and in compliance with procurement standards and within the law.

**ADMINISTRATIVE CONTROL:** Will oversee the supervision of the overall Finance Department, Human Resources, Information Technology Systems and Utility Billings/Collections staff. This is subject to change with City Manager determination.

## **MINIMUM QUALIFICATIONS**

Possess a Bachelor's Degree from an accredited College or University with emphasis in Finance Administration and Accounting, Human Resources Management, or related field; plus five (5) years of direct, and progressively responsible experience in Finance Administration.

## **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. Primarily performs duties indoors. Employee performs duties in a temperature controlled environment while working indoors. Must be adaptable to multi-task and adapt with frequent interruptions, deadlines and details involving ongoing external audits, City Manager's requests, Governing Body requirements, departmental obligations, and news media requests.

## **WORK ENVIRONMENT**

Work is performed in a drug, alcohol, and smoke free environment, which requires all employees to comply. It requires long sessions of sitting and sometimes may require long sessions of standing. Employee may be required to work extended hours beyond an eight (8) hour shift, to include weekends. Potential hazards of the job include some stress management, various levels in dealing with the public and personnel. Must be careful and alert when performing duties and be able to work under some stressful conditions; having ability to lift a minimum of 20 LBS. **Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.**

**The City of Española is an Equal Employment Opportunity Employer**

**DEADLINE: 8/4/2010 @ 5:00pm**

**Salary Range: \$68,000 to \$80,000 with excellent benefits**

**Submit letter of interest, resume and (3) professional references to:**

**Human Resources Department**

**City of Española**

**405 N. Paseo De Oñate**

**Española, NM 87532**