

**COUNTY OF LINCOLN
Job Description Form**

Division/Department: Manager

Job Title: County Manager

Reports to: County Commission

Level/Grade: As deemed appropriate by the Commission

Type of position:

- Full-time
- Part-time
- Temporary/Seasonal
- Emergency Hire

Hours ____/Week

- Classified
- Unclassified

General Description:

The County Manager has the overall responsibility for managing and supervising the County's operations including administration, fiscal and financial management, budget preparation, personnel policies, grants, purchasing, inventory, contracts and agreements, audits, insurance, planning, technical services, code enforcement, computer systems and data processing, vehicle and facility maintenance, and preparation of commission meeting agendas. The County Manager is also responsible for other functions, projects and assignments required by the County Commission and must have a thorough and comprehensive understanding and knowledge of all laws, regulations and policies pertinent to the management and operations of County government. In addition, the County Manager must have extensive experience in the management and supervision of personnel, finance and other functions standard in the operations of local government and the ability to foster cooperative and good working relationship with the officials, employees, the general public and all other agencies and individuals associated with the position. The County Manager oversees all personnel matters and must be knowledgeable of the County Personnel Policy. The County Manager additionally serves as a Records Custodian and must be knowledgeable of the requirements of the Inspection of Public Records Act. The County Manager must have knowledge of all County and Departmental policies pertinent to the position.

This is an exempt position and employee must work the required number of hours to perform duties without overtime compensation as a condition of employment.

Education/Work Experience/Certification/Training Requirements/Abilities/Skills:

- High school diploma, B.A. in Business, Public Administration, Finance, Management or related field with at least seven years of local government experience, five of these in a top-level management and supervisory capacity.
- Combination of education, experience, training, certifications, ability and skills commensurate with duties of the position as deemed necessary and appropriate by the County Commissioners.
- Valid New Mexico State Driver's License. Must have a good driving record to be insurable for liability purposes.
- The County Manager is the County's Chief Executive Officer responsible to the County Commission to manager, supervise and enforce all policies, functions, personnel, procedures and directives under the authority of the County Commission, as the Commission deems appropriate and necessary.
- Must be able to read and write proficiently; must be proficient in use of CRT terminal and understand basic programs.
- Must interact with public, elected officials and staff in a pleasant and helpful manner, process and complete reports, and make complex decisions.

Work Conditions/Description of Tools, Equipment, Work Aids Used and Materials and/or Products Handled:

- Office environment. Normally works 8-5 Monday-Friday. May be required to attend out of town training and seminars.
- Telephone, personal computer terminal/keyboard, printer, copy machine, and fax machine,

Comments on Physical Requirements:

Maintain physical condition appropriate to the performance of assigned duties and responsibilities which may include the following: sitting and standing for prolonged periods of time; light to moderate lifting (up to 25 pounds); reaching, stooping, crawling, pulling, pushing, and manual dexterity; and operating assigned office equipment.

Approved by: Nita Taylor

Date Posted: June 18, 2020

Date Hired: _____

Employee Declaration:

I have read the above job description. I understand the demands and expectations of the position described and to the best of my knowledge, believe I can perform these duties.

Name: _____

Date: _____