

CITY OF AZTEC, NEW MEXICO

City Manager



AN EXCITING CAREER OPPORTUNITY

This is truly an exciting opportunity to live and work in beautiful Northwestern New Mexico. The City of Aztec is a thriving community that is the County seat of San Juan County and part of the tri-cities community (Aztec, Bloomfield, and Farmington).

Aztec is located in the scenic Four Corners region of the Great Southwest at an elevation of 5,646 ft. With a population of over 6,500 residents, it incorporates 17.0 square miles. It is home to the Aztec Ruins National Monument, a designated World Heritage site and home to the largest reconstructed Great Kiva. In 1963 the City was recognized by the National Civic League as an All-America City. It is also listed as a Sperling's Best Place to live, work, or retire.

The successful candidate will work closely with the City Commission on issues concerning economic development, water supply system development, infrastructure improvements, alternative revenue sources, regional cooperation in service delivery, relationship building, and the delivery of high quality, cost-effective services to the citizens of Aztec.

ABOUT THE CANDIDATE

The candidate for City Manager for the City of Aztec is required to possess a Bachelor's degree from an accredited college or university in Public or Business Administration or a related field. A Master's degree in Public or Business Administration or a closely related field would be a plus. In addition, the successful candidate is required to have achieved at least five years of progressively complex and responsible work experience as a city manager, deputy or assistant city manager, or government sector department head. This work experience should include at least five years of supervisory or managerial experience. An ICMA Credentialed Manager would also be desirable.

The Aztec City Commission is seeking a seasoned leader and manager with experience building an effective management team and managing the growth of a city facing many challenges and opportunities. The individual should also be experienced in working with different organizations with varying staff sizes and overall operating budgets similar to or larger than the City of Aztec.

The successful candidate should be a personable and approachable professional, an excellent communicator both verbally and in writing, and someone who is an outstanding financial and budgeting manager. In addition, the individual should be fair, open, level-headed, responsive, and team oriented. This individual should be a visionary thinker, an innovator, and possess highly developed leadership skills that leads to enjoying active involvement in the community.

ABOUT THE POSITION

The City of Aztec City Manager serves as the Chief Administrative Officer of the City with the authority to appoint/remove senior City Staff and other City employees as prescribed by the personnel policies approved by the City Commission.

The City Manager is responsible for the administration of the business of the City and enforcement of the City Code and laws of the State of New Mexico. The City Manager will make recommendations to the City Commission concerning the business of the City and will recommend an annual budget to the City Commission. The City Manager will also prepare policy analyses, alternatives, and reports to keep the City Commission informed of the operations of the City.

The City Manager must display a proactive commitment to equal opportunity and diversity and be an advocate for quality in the workplace and excellence in customer relations. The City Manager shall subscribe to the Code of Ethics of the International City/County Management Association.



WELCOME TO AZTEC

Typical knowledge, skills, and abilities:

- ❖ Possess knowledge of economic development and the ability to be proactive in pursuing development evaluating development proposals.
- ❖ Be innovative with revenue sources and budgeting processes and have knowledge of forecasting short-term and long-term revenues.
- ❖ Experience or knowledge in managing enterprise funds as the City operates and owns its water, wastewater, and electric facilities.
- ❖ Experience in working with capital outlay through state and federal government funding.
- ❖ Experience in managing major infrastructure projects such as road improvements, water and wastewater improvements, and other city utilities including electric facilities.
- ❖ Experience fostering city, county, state and federal government relationships.
- ❖ Be understanding of different cultures and the needs of a diverse region as Aztec is in close proximity to several Native American cultures and has a large Hispanic population.
- ❖ Be supportive of ADA issues and the City's Senior Center facility.
- ❖ Experience with water issues related to new development, shortages, and finding new supply sources. Knowledge of water rights and western water law is beneficial.
- ❖ Be an effective negotiator, delegator, and problem solver with the ability to manage change effectively.
- ❖ Be of unquestioned morals, integrity, and ethics while treating the City Commission, City employees, and the public with dignity and respect.
- ❖ Experience in working with a City Commission to define a common vision and goals for a community.
- ❖ Good public relations skills and ability to work effectively with the news media.
- ❖ Possess analytical abilities necessary to make sound, logical interpretations of policy direction provided by the City Commission.
- ❖ Experience in promoting and marketing of the City economically and through tourism.

ABOUT THE CITY GOVERNMENT

The City of Aztec was incorporated in 1905 as a general law municipality. The City has a Commission-Manager form of government. There are five City Commissioners, each elected at large within the City on staggered four-year terms.

The City Manager is appointed by the City Commission as the Chief Administrative Officer of the City. The City Manager is responsible for day-to-day operations of all departments. The City Manager hires all Department Heads.

The City of Aztec is a full service city, which includes water, sewer, solid waste, and electrical utilities. There are approximately 90 full-time City employees.

You can obtain much more detailed information about the City government of Aztec from their website: www.aztecnm.gov

EDUCATION

Aztec is home to the Aztec Municipal School District which includes Aztec High School, Koogler Middle School, Park Avenue Elementary School, McCoy Elementary School, Lydia Rippey Elementary School, and Vista Nueva High School (Alternative High School).

Just a few miles away from Aztec is San Juan Community College. San Juan College also partners with state universities to offer both bachelor's and master's degrees on campus.

OUTDOOR RECREATION

Aztec is a unique and energizing outdoor experience. Located in northwest New Mexico amid a lush, high-desert panorama of river-stripped landscapes, majestic hills and boulder-encrusted valleys, Aztec is emerging as a go-to hotspot for adventure-seeking families.

Navajo Lake, the state's second largest lake, features 15,600 surface acres of jet skiing, waterskiing, sail boarding, kayaking, paddle boarding, and fishing. Downstream from Navajo Lake is the famous San Juan Quality Waters which is world renowned for catch-and-release fly fishing.

Aztec boasts over 30 miles of mountain bike trails that range from rugged, pinion tree and desert scrub badlands to playful slickrock areas to heart-thumping single tracks. At the forefront is the Alien Run Trails, ranked #1 in northwest New Mexico and among the more technically challenging and scenic mountain bike trails in the Four Corners.

The Aztec Motocross is a hotspot and home to many top amateur and pro riders being rated the best track of its kind in northern New Mexico and southern Colorado. That same affection for earplug-prompting, fuel-injected fun can be had at the Aztec Speedway, a Four Corners staple that has entertained generations of motorheads for more than 50 years.

Ancestral Pueblo explorations are also central to Aztec's allure. Located within the City limits is Aztec Ruins National Monument, a UNESCO World Heritage Site. Further south of Aztec is Chaco Culture National Historical Park, another world heritage site and famous for its night skies.

COMPENSATION AND BENEFITS

The starting salary for the City Manager of the City of Aztec will be market competitive, depending on the experience, qualifications, and salary history of the selected individual. In addition, an excellent fringe benefit package will be provided along with reasonable relocation expenses.

The City of Aztec is an Equal Opportunity Employer. The City of Aztec does not discriminate on the basis of race, sex, age, religion, ethnic origin or handicapped status.

HOW TO APPLY

This position is open until filled. To be considered for this exceptional career opportunity, submit your résumé, cover letter, and a list of six work-related references (two supervisors, two direct reports and two colleagues) by the first resume review date of **Monday, February 15, 2021**. Résumés should reflect years **and** months of employment, beginning/ending dates as well as size of staff and budgets that you have managed. Please go to our website to submit your application: <https://executivesearch.cpshr.us/JobDetail?ID=1734>

CPS HR  CONSULTING

For further information contact:

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Resumes will be screened in relation to the criteria outlined in this brochure. Candidates with the most relevant qualifications will be given preliminary interviews by the consultants. Candidates deemed to be the most qualified will be referred to the City and selected candidates will be invited to participate in further interview and selection activities. An appointment will be made following comprehensive reference and background checks.

