



LOS ALAMOS

where discoveries are made

COUNTY MANAGER

Los Alamos County, New Mexico

\$154,854 - \$228,274

PLUS EXCELLENT BENEFITS

(HIRING RANGE DEPENDING ON QUALIFICATIONS AND EXPERIENCE.)

APPLY BY

May 24, 2021



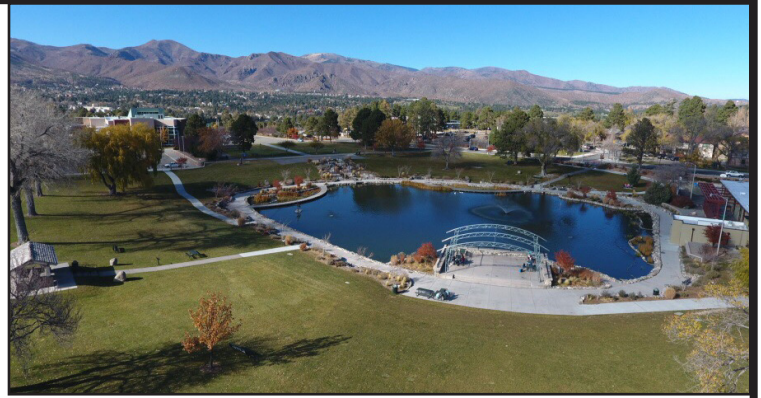
WHY APPLY?

With slightly over 70 years as a local government, Los Alamos County is relatively young in its role as an incorporated county. Los Alamos is a place of spectacular scenery, diverse wildlife, uncommon high-altitude recreational opportunities, small-town friendliness, numerous and diverse cultural activities, fascinating history, and world-changing science and technological development. At present the County is experiencing unprecedented growth, largely driven by budgetary and mission expansion at its largest employer – Los Alamos National Laboratory – and for the right person, this is an excellent opportunity to shape how our community services will evolve to meet the increased demands associated with such growth.



THE COMMUNITY

There are two communities in Los Alamos County: Los Alamos (~12,500 residents), and White Rock (~6,500 residents). Technically, both are part of the same incorporated city/county. About 190,000 people live within a forty-mile radius of Los Alamos. Los Alamos National Laboratory (LANL) is the largest employer (13,100) in the County with an annual budget of 2.92 billion dollars. Approximately 7,000 people commute to the Laboratory from the surrounding area each day.



The Lab supports high levels of job stability, income and education, with the highest number of PhDs per capita and a median household income of \$110,190 per year. In addition, the County enjoys a low crime rate and gets high marks from residents who feel safe and secure here. The public school district is in the top 4% in the nation, the University of New Mexico has a local branch, and the community has a large home-schooled population.

At 7,245 feet altitude, Los Alamos is “big pine” country, providing a wealth of high altitude recreational resources, including:

- Pajarito Mountain, located five miles from downtown Los Alamos, accommodates downhill and cross-country skiing, snowboarding and snowshoeing in the winter, mountain biking in the summer and fall, and hiking year-round;
- Los Alamos County Golf Course, an 18-hole, par 72;
- Larry R. Walkup Aquatic Center, featuring a 50-meter, Olympic-size pool (used by Olympic athletes for high-altitude training), a therapy pool, and scheduled events and activities;
- Los Alamos County Ice Rink, the only refrigerated, NHL regulation, outdoor ice rink in New Mexico;
- More than 150 miles of County network and U.S. Forest Service trails that traverse through and around Los Alamos.

Los Alamos is also the Gateway to three National Parks: the Manhattan Project National Historical Park, Bandelier National Monument, and the Valles Caldera National Preserve. Los Alamos’ four-season climate, with an average annual temperature high of 70 degrees and an average annual low of 42 degrees, promotes exceptional recreation opportunities year-round.



ABOUT THE COUNTY

Los Alamos is an incorporated county, established under a special provision of the state constitution. It has both county and municipal authority and powers. Los Alamos County Council has also adopted a home rule Charter. Under the Charter, the Council is the governing body of the County. The Council consists of seven members elected, at large, for four-year, staggered terms. The Council appoints the County Manager and County Attorney. The Utilities Manager is appointed by the Board of Public Utilities, with the formal approval of the Council. Los Alamos County employs about 700 people.



The County Clerk, Assessor, Probate Judge, Sheriff and Municipal Judge are elected positions. Public Utilities (water, sewer, electric, gas) are managed by the County, along with other municipal services such as Fire, Police, Community Development, Public Works, Community Services and Administrative Services. The Los Alamos community dates to the 1940s Manhattan Project era when it was created to develop the first atomic bomb. The town and associated infrastructure were subsequently turned over to the County by the Atomic Energy Commission.

THE POSITION

This recruitment was initiated due to the upcoming retirement of our current County Manager who has served Los Alamos County for 10 years.

The County Manager is appointed by and serves at the will of the County Council. Under broad direction from the Council, this position manages, directs, and integrates a wide range of complex and sensitive County services, often involving issues of significant visibility and substantial consequences for the County. The County Manager is responsible for providing leadership and general direction to, department directors, other County employees, boards and commissions regarding county operations and programs. The County Manager establishes county operational priorities, monitors the financial status of the county, including capital Improvement plans and budgets. This position serves as the County Treasurer and County Surveyor as established by County Charter. The County Manager attends County Council meetings and offers opinions on policy development, council actions and other matters as may be appropriate.

The County Council seek a County Manager who is an exceptional communicator with proven local government experience and an excellent understanding of the Council-Manager form of government. The successful candidate will work proactively to address strategic short and long-range plans through Input from County Council, community organizations, private citizens, department directors and officials from other governmental agencies. Knowledge of all levels of government, legislative and administrative procedures, fiscal and budgetary matters at the state or local government level, and human resources practices and requirements ; experience working with matters concerning Native American tribes/pueblos is desired.

The new County Manager will need to possess outstanding leadership skills as the position also includes the supervision of office staff and five department directors.



IDEAL CANDIDATE PROFILE

Los Alamos County seeks a County Manager who can confidently and proactively manage the duties and responsibilities of the office, provide clarity to staff, and promptly provide accurate information to the County Council and County Staff. The County values transparency in its operations and desires its County Manager to assist departments in providing information to requesting parties.

The next County Manager should be skilled at building and maintaining positive working relationships with internal and external stakeholders. The ideal candidate will be assertive yet respectful in providing concise and sound recommendations to County Council, while also helping to accomplish the goals of the governing body in an innovative and creative way.



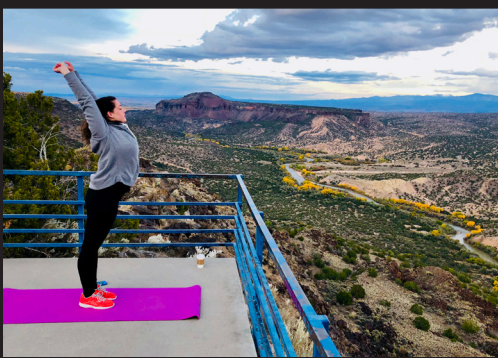
The chosen candidate will possess exceptional interpersonal and communications skills, both verbal and written, and work effectively with a variety of diverse groups and issues. He or she will have the ability to work in a participatory democracy with a highly involved, well-educated citizenry with high expectations for service delivery.

It will be important for the new County Manager to have the skills and experience necessary to handle most municipal government matters. The ideal candidate will have the proven ability



to understand work effectively with the other government entities, particularly US Department of Energy, US Forest Service, U.S. Park Service, Native American pueblos and other similar agencies. The next County Manager will ideally bring experience in economic and community development in order to provide creative and innovative approaches to downtown revitalization.

An experienced County Manager who is able to act independently, as appropriate, to protect the County's interests and keep the County Council regularly informed is desired. Strong negotiation skills, responsiveness, and a commitment to working collaboratively with other members of the County's executive teams are essential to the position.





EXPERIENCE & EDUCATION

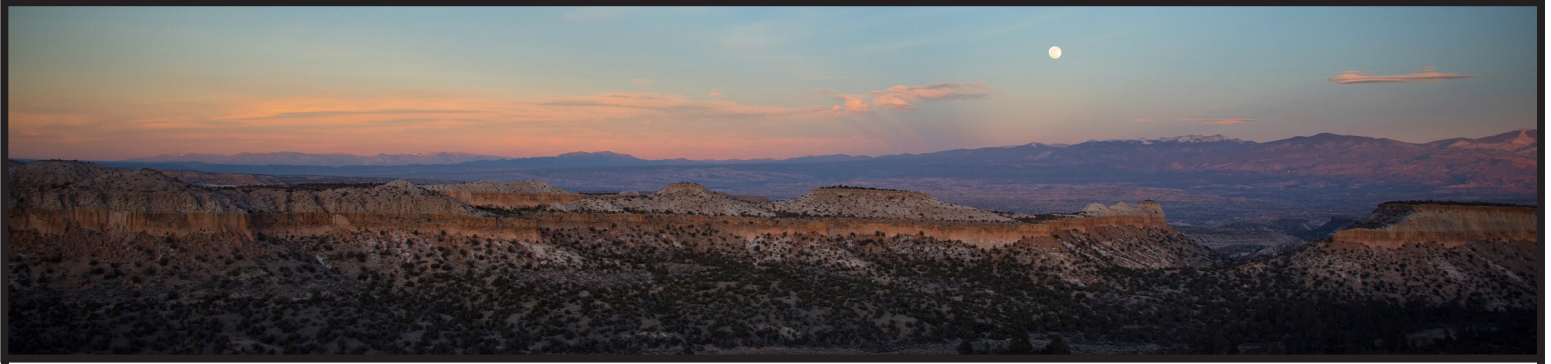
The chosen candidate will hold a Bachelor's Degree from an accredited college or university in Public Administration, Business Administration, or related field. The County's next Manager will have at least ten years of experience in managing city or county government or a large department of a similarly sized organization. The candidate must establish residency in Los Alamos within a time frame determined in consultation with the County Council. Preferred qualifications include experience as a city or county manager, or as an assistant city or county manager.

Other qualifications include knowledge of government, legislative and administrative procedures, human resource practices, and fiscal and budgetary matters. Must possess or have the ability to obtain within first sixty days of employment and must maintain a valid New Mexico Class D driver's license. Must establish and maintain residency in Los Alamos County within a time specified by the County.

COMPENSATION & BENEFITS

- Salary range is \$154,854 - \$228,274 annually
- Annual Leave: 15-24 days per year
- Sick Leave: 12 days per year
- Holidays: 11 days per year (includes a Personal Holiday)
- Relocation reimbursement is negotiable
- Medical, Dental, Vision & Mandatory Life Insurance:
 - ~80% paid for employee and dependents
 - ~ Basic and AD&D Life Insurance policies of \$50,000 each
- Retiree Health Care Authority:
 - ~ Employer contributes 2.00% of base salary (employee contributes 1.00%)
- Long Term Disability: employer contributes 50% of premium, employee contributes 50% of premium.
 - ~ Benefit may pay 60% of base wages up to \$8,000 per month, if eligible
- Retirement:
 - ~ PERA (Defined Benefit Plan): Employer contributes 14.8% of base wages (employee contributes 9.65%)
 - ~ Los Alamos County Employee Pension Plan (Defined Contribution Plan): Employer contributes 9% of bases wages (employee contributes 1.0%)
 - ~ Voluntary contributions to 457 plan (5% employer contributions up to total of \$19,500.





Applications and full position information can be found at:
www.losalamosnm.us or by calling 505-662-8040.

A Los Alamos County online job application with a cover letter and Resume are required; the application must be completed thoroughly in order to qualify for this position. Although Resumes and cover letters are required, they will NOT be used to qualify applicants.

Los Alamos County Human Resources
1000 Central Avenue, Suite 230
Los Alamos, NM 87544

Applications are due by May 24, 2021.

For additional information, contact Rosabella Romero, 505-662-8341.

