

**Title: Village Clerk/Manager**

Job Type: Full Time, Salaried

FLSA Status: Exempt

Reports to: Mayor

**Minimum Requirements:**

- Bachelor's degree from an accredited college or university; **and**
- Three (3) years of experience in local government administration and/or high level administrative experience, to include one (1) year of supervisory experience.

**Additional Requirements:**

- Must possess a valid New Mexico Driver's License and have a good driving record.
- Must have the ability to be bonded and be willing to become a Notary Public.
- Must be willing to attend conferences and certification institutes hosted by the N.M. Clerks and Finance Officers Association in order to obtain the designation of Certified Municipal Clerk from the International Institute of Municipal Clerks within four (4) years.

**Preferred Qualifications:**

- Highly-developed verbal and written communication skills.
- Technological literacy and familiarity with programs such as Microsoft Office, Adobe Acrobat, and ERP Pro 10.
- Experience communicating with and coordinating among a diverse group of stakeholders, particularly state and local government officials.
- Excellent organizational skills and ability to manage competing priorities.
- Knowledge of basic accounting procedures.

**Primary Duties and Responsibilities:**

- Attend all meetings of the Governing Body, Planning and Zoning Commission, and other Village boards.
- Record all proceedings, ordinances, and resolutions of the Governing Body, Planning and Zoning Commission, and other Village boards.
- Serve as records custodian for the Village and oversee the timely fulfillment of requests for public records made pursuant to the New Mexico Inspection of Public Records Act (IPRA).
- Oversee the day-to-day operations of Village government and office processes at Village Hall.
- Manage all departments and staff of the Village, including the Tijeras Motor Vehicle Department field office and Tijeras Senior Center, and administer personnel policies.
- In coordination with the Deputy Clerk, act as human resources manager for municipal staff; Oversee the recruitment process; Process employment actions of various kinds; Administer the employee benefits plan; Conduct annual performance evaluations of staff; Promote staff productivity and team cohesion.

- Collaborate with elected leadership and the Finance Director to formulate the annual budget for the municipality; Implement and track the budget throughout the year; Fulfill all state-mandated financial reporting and audit requirements.
- Act as Chief Procurement Officer for the Village and administer Requests for Proposals (RFPs) and Invitations to Bid (ITB) pursuant to the N.M. Procurement Code.
- Together with the Finance Director, oversee the day-to-day financial operations of the Village; Perform reconciliations of financial statements; Deposit revenues collected by the Village.
- In coordination with the Grant Writer/Administer: Identify and apply for grant funding opportunities to support current and future projects and objectives; Administer grant awards received by the Village and fulfill tracking and reporting requirements; Act as project manager for grant-funded capital projects; Process timely invoices, requests for reimbursements, and other documents related to grant-funded projects.
- Together with the Deputy Clerk, administer Planning and Zoning functions within municipal limits; enforce the provisions of the Zoning Ordinance and Comprehensive Master Plan; Receive residential and commercial permit applications and route for necessary approvals; Review and decide on permissive use applications and other applications within the authority of the Clerk; Oversee the activities of the Planning and Zoning Commission; File deeds, plats, easements, and other documents with the County Clerk as required.
- Administer and enforce Village ordinances, resolutions, and policies as adopted by the Governing Body; Develop additional policies and procedures as required.
- Perform such other duties consistent with the office of the Clerk/Manager as assigned by the Mayor and the Governing Body.

NOTE: This is an appointed, at-will position subject to dismissal at any time, with or without cause, for any lawful reason.