

# City of Espanola, New Mexico

## Is seeking an experienced City Manager



Located between the tourist destination resort cities of Santa Fe and Taos, and near the Los Alamos National Laboratory, is the City of Espanola. The Espanola valley is rich in Tri-Culture history. The indigenous people, the Anasazi, built their cliff dwellings in the area nearly 1,150 years ago. First European contact was in 1598 with the Spanish expedition led by Don Juan de Onate. The first capitol of New Mexico was established in San Gabriel, not far from here by Onate. Anglo settlers arrived with the railroad in the late 19th century. Espanola serves as the center of commerce for Rio Arriba County and northern Santa Fe County. The population of the City is approximately 10,000 people, while the greater Espanola Valley is home to over 25,000 residents.

Espanola has a reputation built on hardworking, generous and entrepreneurial people who work together to preserve its rich cultural traditions and its proud history. Many of its residents travel daily to jobs at the national laboratory, to the state capitol in Santa Fe, and other major employers in the area.

The City of Espanola is seeking a dedicated, responsive, motivated and experienced individual for its next City Manager. The ideal candidate will be a proven leader, excellent communicator, a team builder and manager as well as be someone with a good understanding of delivering high quality services to the entire community.

### **ABOUT THE CANDIDATE**

The ideal candidate for City Manager of the City of Espanola will possess comprehensive knowledge of modern local government management principles and

practices, concepts, methods and procedures. In addition, the successful individual for this key position will have proven interpersonal skills, be personable but professional, be forthright and be charismatic. The ideal candidate will also have strong organizational and budgeting abilities, have a good working knowledge of economic development, and be an effective steward of the City's finances. The successful candidate must also demonstrate strong management skills and a solid understanding of public human resource and budgeting administration. The successful candidate shall also have experience as a city manager, deputy or assistant city manager. He/she shall have the ability to communicate effectively both orally and in writing and the ability to analyze complex problems and identify alternative solutions. The ideal candidate should have the ability to build and maintain good working relationships with both Rio Arriba and Santa Fe County, and with the citizens of Espanola.

The successful candidate for City Manager for the City of Espanola must possess a Bachelor's degree in Public or Business Administration or a related field. A Master's degree would be ideal. The successful candidate must also have seven years of senior management experience at a local government departmental level or higher. The successful candidate for the position of City Manager should have a track record of success, be a seasoned person, be creative and should be someone with an executive presence. The successful candidate should also be collaborative, accessible and be a good team builder. The successful candidate must be good at thinking outside of the box, be innovative and be someone who is interested in developing employees. Also desired is someone with experience in managing a city the size of Espanola and someone who will make a commitment to live and work in Espanola for a significant period of time.

## **Preferred Characteristics, Knowledge and Skills:**

The ideal candidate must have:

1. Excellent financial skills: demonstrated ability to forecast revenue projections, manage and implement internal controls, and several years of experience in the preparation of municipal government budgets.
2. Excellent personnel skills: demonstrated ability to develop and implement a performance measurement program, experience in developing and implementing a strategic plan for the city, and in the development of a performance based budget.
3. Excellent interpersonal skills: demonstrated ability to communicate effectively with a large governing body (9 members), develop and implement an effective

constituent services program, and develop excellent communications with the members of the management team.

4. Undergraduate or graduate degree in public administration or related field, and a minimum of five years experience as a city/county manager or assistant manager.

## **ABOUT THE POSITION**

The City Manager for the City of Espanola serves as the Chief Administrative Officer for the City under broad policy direction from the Mayor and Council. He/she is responsible for planning, organizing and directing all aspects of municipal government operations. The City Manager for the City of Espanola oversees preparation of the annual budget, presents it to the City Council for approval and effectively administers the budget after approval. The City Manager directs the administrative activities of the City; acts as a focal point for strategic planning, programming, and budgeting; supervises all City employees; serves as a liaison among the City staff and governing body; and assists the general public.

## **COMPENSATION**

The starting salary for the City Manager position for the City of Espanola will be based on education and experience. The current salary range for this position is \$80,000 - \$90,000 per year. In addition, an excellent fringe benefit package will be provided to the successful candidate.

## **HOW TO APPLY**

For additional information on this outstanding opportunity, please contact James L. Mercer, President, the Mercer Group, Inc. at 770-551-0403; [mercero@mindspring.com](mailto:mercero@mindspring.com).

Confidential resumes should be send by close of business **July 11, 2008**, to:

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**The Mercer Group, Inc.**  
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