

Board of Commissioners



Colfax County
New Mexico

Dist. 1: Si Trujillo
Member
505-617-6893
strujillo@co.colfax.nm.us

Dist. 2: Mary Lou Kern
Vice Chair
505-617-6895
kern@co.colfax.nm.us

Dist. 3: Todd Tatum
Chairman
505-652-0039
ttatum@co.colfax.nm.us

COLFAX COUNTY, NEW MEXICO COUNTY MANAGER JOB DESCRIPTION

Position Title: County Manager

Salary Range: \$100,000 - \$150,000 per year

Reports To: Board of County Commissioners

Location Requirement: Must reside within Colfax County, New Mexico (preferably the County Seat) within 6 months of hire date.

Vehicle Access: A County Manager vehicle will be available for work-related purposes.

Position Summary

The Colfax County Board of County Commissioners is seeking a qualified and experienced individual to serve as **County Manager**. The County Manager will be responsible for the overall administration, coordination, and supervision of county government functions. The ideal candidate will possess strong leadership skills, exceptional financial and technical acumen, and the ability to manage diverse teams and operations effectively.

The following duties ARE NOT intended to serve as a comprehensive list of all duties performed by all employees in this classification, only to provide a summary of the major duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.

Essential Duties and Responsibilities

- Prepare agendas and review commission meeting packets to ensure all materials are accurate and complete prior to meetings.
- Conduct **bi-weekly meetings** with department heads to ensure coordination and communication across county operations.
- Hold **weekly meetings** with the Warden of the Jail to review operations, security, and inmate services.
- Send a **weekly email update** to the Board of County Commissioners summarizing key developments, concerns, and progress on county initiatives.
- Recommend, implement, and manage policies established by the Board of County Commissioners.

Acting County Manager – Si Trujillo

P.O. Box 1498
Raton, New Mexico 87740

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Fax. 575-445-2902
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- Provide direct oversight of county departments, ensuring efficient and effective delivery of public services.
- Develop and administer the county's annual budget, ensuring financial accountability and fiscal responsibility.
- Manage grant applications, compliance, and reporting to secure funding for county projects.
- Serve as the primary liaison between the County and federal, state, and local government agencies.
- Supervise department heads, fostering strong leadership and effective management strategies.
- Ensure compliance with federal, state, and local laws, ordinances, and policies.
- Oversee human resource functions, including employee relations, conflict resolution, and performance evaluations.
- Manage emergency response efforts, including coordination with emergency management, fire departments, and other safety agencies.
- Oversee the management of county corrections operations, ensuring safety and compliance with regulations.
- Coordinate airport operations to ensure proper maintenance, funding compliance, and service delivery.
- Provide oversight and guidance for county road maintenance, construction, and improvement projects.
- Maintain effective communication with the public, promoting transparency and engagement.
- Represent the County in public meetings, conferences, and on committees as directed by the Board of County Commissioners.
- Attend civic, community, and professional events to promote positive public relations and foster partnerships.
- Develop strategic plans to support long-term goals for Colfax County.
- Explains, justifies and defends County programs, policies and activities.

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Employee's Responsibilities

- Conduct the business of Colfax County and serve as the Personnel Officer, Fiscal Director, Budget Officer, Property Custodian, and as the Chief Administrative Assistant to the Board.
- Provide reports to the Commission at all Commission meetings and as requested.
- Determine proper staffing levels necessary to support the objectives of the Board of County Commissioners.
- Maintain compliance with laws, rules, and regulations relevant to county government.
- Reside in Colfax County, New Mexico within **60 days** of the hire date and remain a resident throughout employment.

Board Responsibilities

- Establish clear and reasonable goals for the Employee in writing and evaluate performance annually.
- Provide necessary resources to perform the duties and responsibilities of the position.
- Afford the County Manager the opportunity to participate in professional development and training.
- Ensure goal-setting occurs each fiscal year, with progress reviews to track performance.

Performance Evaluation

- Performance will be evaluated based on goal achievement, departmental efficiency, and compliance with county policies.
- The Board will conduct formal evaluations annually, with written feedback and guidance.

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Technology and Financial Management

- The County Manager must demonstrate strong proficiency in computer systems, financial software, and project management tools.
- Must be comfortable using data-driven decision-making to guide financial and operational decisions.

Emergency Management and Response

- The County Manager must be available during emergencies to help coordinate response efforts with emergency services, fire departments, and law enforcement agencies.
- Participate in emergency training and preparedness planning.

Compensation and Benefits

- The individual will be eligible to receive **medical coverage** and participate in the **PERA retirement** system.
- Annual salary in the range of **\$100,000 - \$150,000** per year.
- A **County Manager vehicle** will be available for work-related purposes.
- Paid Time Off accrual and usage per county policies.
- Participation in county retirement, medical, dental, and vision insurance plans.
- The County shall provide the County Manager with a **cell phone and laptop computer**.

Residency Requirement

- The successful candidate must establish residency in Colfax County, New Mexico, preferably in the County Seat, within **six (6) months** of the hire date.

Knowledge/ Skills:

- Knowledge of operations, services and activities of a County organization; of management skills to analyze programs; of policies and operational needs; of principles and practices of program development and administration; of principles

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and practices of budget preparation and administration; of principles of supervision, training and performance evaluation.

- Knowledge of public and government administration and legislative processes.
- Ability to plan, organize and direct the work of highly skilled and knowledgeable individuals; to select, supervise, train, and evaluate staff; to delegate authority and responsibility; to communicate clearly and concisely, both orally and in writing; to maintain confidentiality; and to establish and maintain effective working relationships with others.
- Demonstrated leadership ability.
- Ability to apply high ethical standards and ensure transparency and public accountability.
- Ability to build and maintain relationships with Division Directors, elected officials, intergovernmental agency staff, and the public.
- Ability to exercise initiative, ingenuity and good independent judgment and discretion in decision making and in solving problems in support of County goals.
- Ability to work effectively under stress and to adjust to changing conditions.
- Ability to successfully develop, control and administer budgets and expenditures.
- Ability to negotiate and resolve sensitive and controversial issues.
- Keen analytic, organization and problem solving skills which support and enable sound decision making.
- Excellent communication and relationship building skills with an ability to prioritize, negotiate, and work with a variety of internal and external stakeholders.

Minimum Qualifications:

- Bachelor's or a Master Degree in Political Science, Public Administration, Business Administration or similar relevant field; or a Juris Doctorate; and
- Ten (10) years of increasingly responsible experience in government or business administration.
- Related experience may be substituted at a rate of 30 semester hours equal to one (1) year experience.

Working Conditions:

Work is performed in an office setting. Work schedule includes evening and weekend hours.

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Travel is required. May be subject to difficult employment issues and hostile individuals. May be subject to exposure to CRTs and VDTs.

Conditions of Employment:

Selected candidate must submit to and pass a County paid pre-employment physical and drug/alcohol screening. Additionally, selected candidate must submit to and pass a county paid criminal background screening. Selected candidate must possess and maintain a valid New Mexico Class D Driver's License as incumbent shall be appointed to drive a County vehicle during the performance of his/her duties.

Proof of education, certificates and/or endorsements must be attached to each application.

Application Process

Interested candidates should submit a cover letter, resume, and a list of references to:
Colfax County Board of County Commissioners

Human Resources Director

Danielle Avila

humanresource@co.colfax.nm.us

Colfax County is an **Equal Opportunity Employer**. Applications will be accepted until the position is filled.

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