

The City of Hobbs is currently seeking an Assistant City Manager for Hobbs, New Mexico



Rockwind Community Links, is a 27-hole golf facility owned and operated by the City of Hobbs



Enjoy a professional turf experience at the Veterans Memorial Softball and Baseball Complex.



The CORE is a state of the art facility that enhances the quality of life, provides economic development and improves the health of area residents. An intergenerational place for our residents and guests in our community which offers indoor, year-round opportunities for social interaction, learning, fun and fitness for all ages and abilities.



When you Fly Hobbs, you can fly "From Here to Anywhere," with daily flights to Houston and twice-daily flights four days of the week, you can connect to more than 130 U.S. cities and more than 130 international cities.

Hobbs, NM, with 24 square miles, has a small town feel, but still has many of the offerings of a large city. Whether you want to play a round of golf at Rockwind Community Links, see a play or musical at Hobbs Community Playhouse, or workout/spend some leisure time at our newly built CORE facility – there is always something to do in Hobbs. Hobbs offers a wide variety of restaurants to satisfy your culinary tastes; whether that is a small local Mexican restaurant, an Asian-American fusion restaurant, or even many of the popular national chain restaurants. The City of Hobbs proudly offers a diverse educational experience for students K-12 ranging from our private schools to our various public schools. The University of the Southwest and the New Mexico Junior College are two highly ranked colleges located in Hobbs. Hobbs offers numerous medical facilities to aid the community in their diverse medical needs; whether that is private physicians, specialty physicians, or our hospital – Lea Regional Medical Center which was the first hospital in the state of New Mexico to receive accreditation as a Heart Failure Center. The City of Hobbs is home to Lea County Regional Airport which has multiple flights every day connecting you to anywhere you want to fly. Hobbs is a diverse community of people from all over the world and while it is opportunity that brings people to Hobbs. . . the sense of community is why they stay here.



Salary – (Full Range) - \$105,809 to \$169,291

The Assistant City Manager provides a variety of routine and complex administrative, technical and professional work assisting the City Manager in the Administration of City Government. Serves as the City's second ranking administrative officer after the City Manager and automatically serves as the Acting City Manager in the City Manager's absence.

ESSENTIAL DUTIES

- Manages and supervises assigned operations to achieve goals within available resources; Coordinates, trains, motivates and evaluates assigned staff; reviews progress and directs change as needed. Assists with final recommendations for hiring, promoting, reclassifying, transferring, assigning, laying off, recalling and termination of all regular and seasonal employees.
- Supports the City Manager in the finalization and approval of the yearly budget. Assists in the administration of the adopted budget. Assures effective and efficient use of budgeted funds, personnel, materials, facilities, and time. Assures that assigned areas of responsibility are performed within budget; Performs cost control activities; Monitors revenues and expenditures in assigned area to assure sound fiscal control.
- Demonstrates superior and seamless customer service.
- Demonstrates integrity and a commitment to efficiency, innovation and fiscally responsible activities.
- Exercises broad discretionary authority throughout organization.
- Supports the City Manager through assistance of the Departmental Directors in the development and communication of long and short term plans; Gathers, interprets, and prepares data for studies, reports and recommendations; Coordinates activities with other departments and agencies as needed.
- Assists assigned division staff in the development of recommendations, plans, procedures and policies for submission to City Manager.
- Provides general assistance and acts as the Chief Operating Officer for the City Manager.

- Performs duties and responsibilities of City Manager in the absence of City Manager, as designated.
- Represents City Manager at Commission meetings in the absence of City Manager.
- Communicates official plans, policies and procedures to staff and the general public; Makes presentations to City Manager, boards, Commissions, civic groups and the general public as assigned.
- Coordinates multi-divisional projects, setting completion deadlines and charting progress; Acts as liaison between staff and City Manager/Commissioners.
- Evaluates work procedures, schedules, and workflow; Studies and recommends policies and procedures to improve efficiency and effectiveness of operations throughout City.
- Maintains harmony among employees and actively works to resolve grievances.
- Reviews, analyzes and coordinates all tort claim activity with appropriate legal counsel.
- Prepares a variety of studies, reports and related information for decision-making purposes; Conducts research, analysis, and prepares recommendations regarding proposals for programs, grants, services, budget, equipment, etc.
- Provides administrative assistance to City Manager in meeting management; Assembles background materials, prepares agendas, and records action items for various meetings.
- Prepares and presents presentations, resolutions, ordinances, contracts, administrative policies, etc. as assigned.
- Conducts periodic reviews with individual Commissioners in absence of City Manager. Directs staff in preparation of City Commission meeting agendas and follow-up actions resulting from Commission meetings.
- Investigates and resolves citizen complaints, requests for service or information.
- Assists in the development of notices, flyers, brochures, newsletters, media releases, news articles, and other informational materials about programs and services.
- Regular and reliable attendance is required to perform the duties of this position. Works, on average, in excess of forty hours in a workweek as an exempt employee. Schedule includes weekends, evenings, early morning hours and holidays as required.



City Park Basketball Courts at night.



City of Hobbs Public Library



City of Hobbs - Lovington Highway Health Trail

MINIMUM QUALIFICATIONS

Education and Experience:

- Bachelor's Degree in Public Administration, Business Administration or a related field required. Ten (10) years increasingly responsible experience required, with a minimum of three (3) years at a department head level or higher. A combination of experience, education and training which provides the desired knowledge, skills and abilities will be accepted on a year for year ratio.
- Public labor union/ negotiation experience preferred, but not required.
- New Mexico government experience preferred, but not required.
- Previous experience managing public safety divisions preferred, but not required.
- Public sector experience preferred.

Skills, Knowledge and Abilities:

- Considerable knowledge of modern policies and practices of public administration.
- Skill in preparing and administering municipal budgets; skill in planning, directing and administering municipal programs.
- Ability to prepare and analyze comprehensive reports; ability to carry out assigned projects to their completion; ability to communicate effectively verbally and in writing.
- Ability to establish and maintain effective working relationships with employees, city officials and the public; ability to efficiently and effectively assist in the administration of a municipal government.

SPECIAL REQUIREMENTS

Valid State issued Driver's License

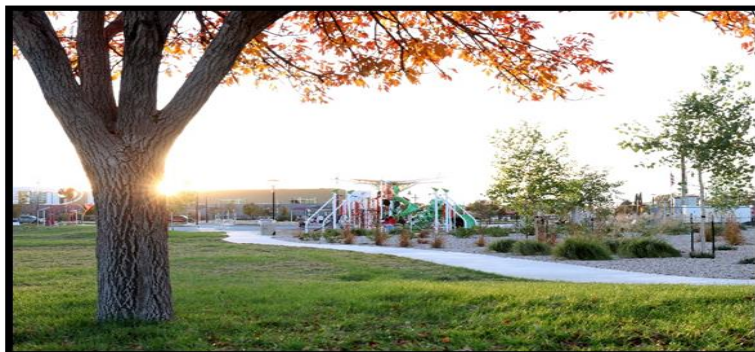
Residency requirement: residing within the five (5) mile planning radius of the city.

SUPERVISION RECEIVED

Works under the broad policy guidance and direction of the City Manager.

SUPERVISION EXERCISED

Exercises supervision over assigned Departmental Directors and municipal employees either directly or through subordinate supervisors.



City of Hobbs - City Park

Our Leadership Philosophy

We are a diverse, ethical, and united team committed to our mission of SERVICE

We are all leaders

We are the foundation of our organization and its most valuable asset

We achieve greatness by working together

We promote professional growth, collaborative decision making and open communication

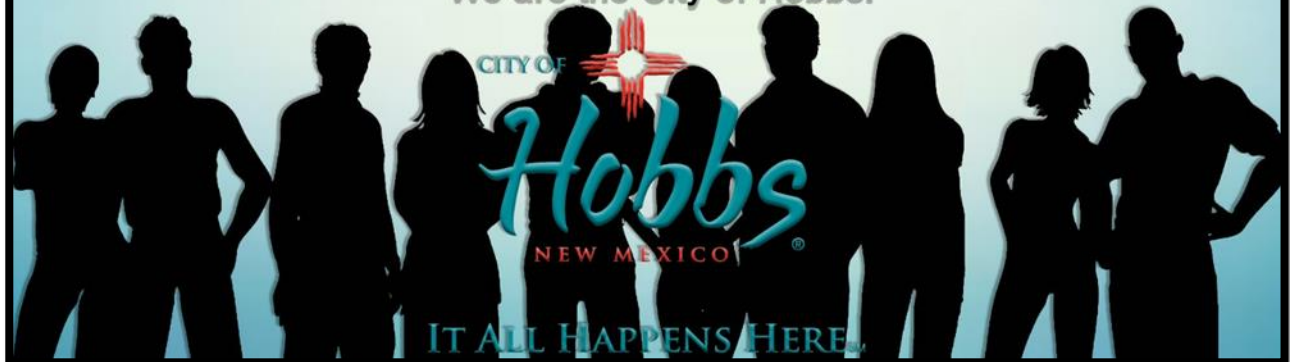
We are committed to our residents, visitors and businesses to provide the best services

We hold our community's interest paramount

Our collective accomplishments are larger than any individual.

We hold ourselves mutually accountable for the success of the organization.

We are the City of Hobbs!



The City of Hobbs offers excellent benefits, a top tier pension plan, moving expense reimbursement up to \$3,500, a bilingual incentive, longevity incentive, relevant educational incentive and eleven paid holidays a year.

Apply Today!

To apply online, go to www.governmentjobs.com/careers/hobbsnm
The City of Hobbs is an Equal Opportunity Employer and a Drug-Free work place.