

VILLAGE CLERK/ADMINISTRATOR

The purpose of this position is to provide the Village of Bosque Farms with support services to assist the Mayor in planning, managing, coordinating, directing and controlling the administrative, personnel, and budgetary activities of Village Business. This position functions under the supervision of the Mayor. All duties and responsibilities are assigned or removed at the discretion of the Mayor.

DUTIES AND RESPONSIBILITIES

1. Plans, coordinates and directs the administration of city government in accordance with policies and procedures set forth by the governing body.
2. Prepares and submits to the Village Council the annual budget.
3. Implements and controls the approved budget, including accountability for all department receipts, expenditures and purchases.
4. Oversees the financial activities of the Village including the receipt, safekeeping, deposit and expenditures of all monies belonging to the Village.
5. Supervises centralized internal services and programs; including office administration, water/sewer services delivery and billing, recreation facilities, community center, law enforcement, street and road maintenance, animal control, library services, purchasing, engineering, legal and the maintenance of public health.
6. Develops documents and implements operating procedures and administrative controls for the operation of Village activities.
7. Prepares public notice requirements, governing body agendas, minutes, ordinances, resolutions, correspondence, documents or other municipal records.
8. Prepares and submits monthly activity reports to the governing body.
9. Ensures the safekeeping and maintenance of all Village records and shall, in accordance with State laws, make such information available to the public upon request.
10. Issues or certifies business registrations, itinerant vendors and liquor licenses; including the proper receipt, completion and submission of all related reports, forms or notices in a timely manner.
11. Serves as grant administrator for federal and state funds awarded to the Village, including the development and submission of grant proposals.

12. Coordinates and serves as liaison to the public or other agencies in the development and implementation of special programs and projects as assigned by the Mayor.
13. Performs selected duties as Planning & Zoning Administrator, Treasurer, Police/Court Clerk or other Village functions and duties as required to cover periods of absence.
14. Performs duties as required by State Law during municipal elections.
15. Maintains a current notary public and voter registration certification.
16. Serves as personnel manager in the administration of policies and practices associated with the Village merit ordinance and personnel manual. In this capacity, the Administrator will serve as a resource to the Village Personnel Board.
17. Oversees the general supervision of Village staff and makes recommendations to the Mayor on matters relating to hiring, advancement, discipline and dismissal of employees.
18. Directs the implementation of all actions passed by the Governing Body.
19. Responds to the needs and complaints of the Village residents and communicates and informs the governing body of related activities.
20. Other duties as assigned.

MINIMUM REQUIREMENTS

Bachelor's degree in public administration or closely related field from an accredited university or college, and a minimum of six years of management level experience in federal, state, county or municipal government.

Additional experience performing the duties of a municipal clerk/administrator or municipal management/administration, including staff supervision, may be substituted for the college degree with four years of experience being equal to 30 hours of college credit.

Knowledge of federal codes and regulations and New Mexico State Statutes.

Ability to interpret Village Ordinances.

Experience developing and implementing government budgets.

Experience administering federal and state grants.

Good oral and written communication skills.

Ability to establish working relationship with Village staff, general public, the Mayor and the Governing Body.

Knowledge of computer word processing applications.

Extensive knowledge of electronic spreadsheets and accounting/bookkeeping programs.

General knowledge of common office equipment such as, computers, typewriters, calculators, copiers, fax machines, phones, postage machines, etc.

Ability to attend frequent meetings, during and after business hours.

Pass a background check and be bondable.

Valid New Mexico Driver's License.

PHYSICAL DEMANDS

The physical demands are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential function.

Employee is frequently required to walk, sit, talk and hear. Employee is required to use hands to finger, handle, feel, or operate objects, tools or controls; and reach with hands and arms. The employee is required to stoop, kneel and crouch.

The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required include close vision, distant vision and the ability to adjust focus.

Annual leave may be granted after 6 months service in position.