



JOB ANNOUNCEMENT

General Public Vacancy

OPEN DATE: March 18, 2025

CLOSE DATE: Until Filled

JOB TITLE: Deputy City Manager

PAY RATE: \$41.50+/hr. (based on experience)

REPORTS TO: City Manager

DEPARTMENT: Executive

SUMMARY:

Performs under the supervision of the City Manager. Supervises staff as assigned.

The Deputy City Manager is an assignment within the City which will be a critical and highly visible leader on the Executive Management team, supporting the City Manager in creating a desirable community that provides high quality of life services. The Deputy City Manager will provide leadership through collaboration, teamwork and active involvement in the management of the City government. The Deputy City Manager has primary responsibility for assisting the City Manager in overseeing the day-to-day operations of the City, providing expert advice and assistance to the City Manager, department heads and senior managers. He/she will be a strong relationship builder with the ability to work with and command respect among the city leadership team and with the community. The ideal candidate will be a seasoned manager, collaborative leader, a team player and a self-directed problem solver, who can serve as a mentor/coach to city staff.

DUTIES AND RESPONSIBILITIES:

Essential duties include, but are not limited to, the following:

- For assigned functions, works closely with the City Manager, City department management, a variety of public and private organizations, and citizen groups in developing programs and implementing projects to solve problems related to City services.
- Assists and acts as the City representative on projects affecting City government and/or the citizens of Las Vegas.
- As needed, participates in the evaluation, update, and finalization of the City Manager's agenda for the City Council; evaluates reports from departments for consistency and accuracy; selects appropriate recommendations for presentation to the City Council.
- Assist with recommendations on department work methods, operating policies and procedures, and other administrative issues; observe operations, analyze and make recommendations to the City Manager.
- Schedule, coordinate, and assign personnel to projects; review staff work and provide training as appropriate.
- Respond to and resolve difficult, complex, and sensitive citizen inquiries and complaints; interpret, analyze, defend, and explain City policies, procedures, programs, and activities;
- Provide leadership and direction in the development of short and long range plans; coordinate department activities with other departments and agencies as needed.
- Provide professional advice to Department Heads. Attends meetings as assigned and makes presentations on an as needed basis to councils, boards, and the general public. Prepare reports and related information as needed.
- Assure assigned areas of responsibility are performed within budget; Assist with monitoring revenues and expenditures to ensure sound fiscal control; Assist with preparation on annual budget requests; ensure effective and efficient use of budgeted funds, personnel, materials, facilities, and time.
- Maintain harmony among workers and resolve grievances; perform or assist subordinates in performing duties; resolve problems and respond to complaints from the public and employees.

EDUCATION REQUIREMENTS:

- High School Graduate or Equivalent including or supplemented by minimum two (2) years post secondary education in clerical field, business or public administration or minimum five (5) years of practical work experience in similar governmental position.
- Bachelors Degree in business administration highly preferred but not required. Graduation from an accredited four-year college or university with a degree in public administration or seven (7) years increasingly responsible experience in municipal government, including at least two years experience at the department head or top management level.

PREFERRED QUALIFICATIONS:

- A Master's degree in public administration or related field is desirable.

EMPLOYMENT REQUIREMENTS:

- Must possess a valid New Mexico Driver's license and be insurable by the City's Insurance carrier.

KNOWLEDGE, SKILLS AND ABILITIES:

- Ability to provide effective leadership and coordinate the activities of assigned municipal organizational units.
- Ability to develop and administer goals, objectives, and procedures for assigned areas.
- Skill to prepare and present reports as needed; deal constructively with conflict and develop effective resolutions.
- Ability to communicate effectively both orally and in writing.
- Ability to establish and maintain cooperative working relationships.
- Skills of strong management and administrative practices, functions and procedures.
- Skills of excellent communication both written and verbal.
- Ability to speak English and Spanish.
- Display exceptional organizational skills.
- Ability to make independent decisions generally not covered under standard policies and procedures.
- Ability to deal with the public courteously and tactfully under all situations.
- The principles and practices utilized in municipal government operations, including the principles and practices of organization, administration, municipal finance, and personnel.
- Knowledge of legal, financial, and public relations issues common to local government.
- Knowledge of ordinances, and regulations.
- Knowledge of principles and practices of strategic planning.
- Knowledge to methods of analyzing, evaluating, and modifying administrative procedures.
- Knowledge of principles of effective public relations and interrelationships with community groups and agencies, private businesses, and other levels of government.
- Knowledge of principles, practices, and techniques of planning.
- Knowledge of ordinances, rules, and regulations regarding local government operations.
- Knowledge of principles and practices of supervision.

WORK ENVIRONMENT & PHYSICAL DEMANDS:

- Work is performed primarily in an office setting 100% of the time.
- Working surface is on even, flat/hard and/or carpeted areas.
- Some travel and field work may be required occasionally and may be exposed to some inclement weather conditions.
- Mobility Factors: Walk 5%, Climb Stairs 2%.
- Primary Work Position: Stand 10%, Sit 90%.
- Bends occasionally.

- Reaches, works with arms extended, occasionally carries 20 lbs maximum 25 feet and lifts from floor to waist, 20 lbs maximum.
- Bends, kneels, squats and walks.
- Gross dexterity, manipulate/grasp frequent speed required, occasional bilateral coordination and eye/hand coordination.

NOTE: This position is subject to drug testing both pre-employment and random as set forth in the City of Las Vegas Drug Policy.

The employment application is available at:

<https://www.lasvegasnm.gov/general-7-1>

Application Materials can be sent to: Human Resources Department
1700 N Grand Avenue
Las Vegas, NM 87701

OR send via email to: mgarcia@lasvegasnm.gov

Reviewed and approved for publishing by:



Timothy Montgomery, City Manager



Darlene Arguello, Human Resource Director