

# City of Santa Fe, New Mexico

P.O. Box 909, 200 Lincoln Ave  
(505) 955-6597 Fax (505) 955-6810

[www.santafenm.gov](http://www.santafenm.gov)



## Recruitment Announcement # 2019- PU12

POSITION TITLE	Water Division Director (2327)	SALARY RANGE:	\$78,987.00-134,947.31
DEPARTMENT	Public Utilities	FLSA/UNION STATUS:	Exempt/Nonunion
PERIOD TO APPLY:	01/18/19 -03/19/19	POSITION STATUS:	Exempt/Full-time
SUPERVISOR:	Shannon Jones	LOCATION:	Water

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### GENERAL PURPOSE

Performs a variety of managerial and professional duties related to planning, organizing, directing and coordinating the overall operations of the city water services division, including budgeting, scheduling, forecasting, and policy and rate structure development, etc.

### SUPERVISION RECEIVED

Works under the general guidance and direction of the Public Utilities Director.

### SUPERVISION EXERCISED

Provides general guidance and direction to section managers, i.e., Water Supply, Transmission & Distribution, Conservation, Engineering, and Resource Planning. Provides close to general supervision to Administrative staff, i.e., Administrative Assistant, Administrative Secretary, and Contract Administrator.

**ESSENTIAL FUNCTIONS** (A position may not include all of the duties listed, nor do the listed examples include all duties that may be found in a position of this class).

- Oversees and manages staff in day-to-day operations, including budgeting and planning functions of the water utility service area.
- Oversees the preparation, adoption and enforcement of water use ordinances; acts as staff liaison to the utilities governance body, i.e., Public Utilities Committee, City Council, Finance Committee, and Water Conservation Committee.
- Provides input and analysis for developing water management policy and practice; implements policy upon approval.
- Recommends policy to the city council, based on cost of service and rate structure analysis; participates in the selection of professional services providers in relation to water system capital improvements.
- Manages and coordinates the efforts toward adoption of a water master plan and long range water supply plan for the city; coordinates with federal, state and local government entities on matters of regulation, long term planning and service boundaries.
- Coordinates efforts with other City departments and state authorities on issues related to water rights.
- Coordinates the enforcement of water conservation ordinances.
- Conducts evaluations of subordinate performance; makes recommendations affecting employment status, i.e., selection, advancement, discipline and termination.
- Performs a variety of administrative functions as required for the efficient operation of the division.

### MINIMUM QUALIFICATIONS

#### **EDUCATION AND EXPERIENCE:**

Graduation from college with Bachelor's degree in engineering, environmental engineering, planning, law, or related field;

**AND**

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Six (6) years of professional work experience in the management of, or as a consultant to, a publicly owned water or wastewater utility serving no less than 20,000 customers;

OR

An equivalent combination of education and experience.

## **KNOWLEDGE, SKILLS, AND ABILITIES:**

**Extensive knowledge** of public utilities principles and practices including the preparation and implementation of operations budgets in excess of \$5 million per annum.

**Skill** in effective communication and interpersonal relations. Skill in the use of computer keyboard in the creation of technical documents and reports.

**Ability to** present to plan, assign, direct, coordinate and review the work of technical and non-technical personnel; present information, goals, and plans concisely; establish effective working relationships with associates, subordinates, elected officials and the public.

## **WORK ENVIRONMENT:**

Work is performed in an office setting with occasional travel and field work. Attendance at evening meetings and irregular work hours may be required.

### **ADA/EEO Compliance**

The City of Santa Fe is an Equal Opportunity Employer. In compliance with the American's with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective employees and incumbents to discuss potential accommodations with the employer.

### **VETERAN'S HIRING INITIATIVE**

Pursuant to City of Santa Fe Resolution No. 2013-079, the City of Santa Fe Human Resources Department (HRD) has implemented a Veterans' Hiring Initiative policy in order to provide opportunities for veterans who meet or exceed the minimum qualifications for city employment to obtain City employment. The Governing Body does not guarantee that a veteran shall be hired for the position being applied for, only that the veteran will be given an interview; and, it does not intend to supersede or modify any collective bargaining agreement that is currently in place with the City of Santa Fe.

**Job applicants who are veterans who have an honorable discharge from the military or are members of the National Guard or Reserve who have successfully completed basic training, must use the Veteran Certification Form to identify themselves and then must attach a copy of their DD214 or DD215 and/or their proof of current Active, Guard or Reserve enlistment in order to certify their status.**

**TO APPLY: Resumes will not be accepted in lieu of the city application form.** Submit City of Santa Fe Application by one of the following methods: Fill out application at Human Resources Department, City Hall, 200 Lincoln Avenue, Santa Fe, NM; mail application to P.O. Box 909, Santa Fe, New Mexico 87504-0909; or fax application to (505) 955-6810. Applications may be downloaded from our website: [www.santafenm.gov](http://www.santafenm.gov); or apply online at [www.santafenm.gov](http://www.santafenm.gov). Applications become public record upon receipt and may be made available for public inspection upon request.

**When required of the position, attach a copy of certification(s) or license(s). Copies of high school diploma/GED & college degree must be provided at time of interview.** Pre-placement physical exams are required for some positions. **Incomplete applications may delay or exclude consideration of your application.**