

**CITY OF ARTESIA**  
**POSITION DESCRIPTION**

**Position Title:** City Administrator  
**Department:**  
**Division:**  
**Reports To:**  
**Classification:** FLSA-Exempt  
**Compensation Classification:** CA33  
**Job Analysis Completed:**  
**Job Analysis Reviewed:** 7/17/2025  
**Approval Date:**

**Definition:** Under general direction, assists the Mayor by performing and coordinating responsible administrative work in city operations (impacting all City departments). Responsible for oversight management for capital project & budget planning, coordinating activities of the senior leadership group and integrates interdepartmental activities. Assures the effective and efficient utilization of City resources, applies extensive knowledge of the principles and techniques of government management, administration, and operations. The City Administrator is a single position director level classification and reports to, and receives policy guidance from, the Mayor/Council

**Essential Functions:** *(Essential functions, as defined under the ADA, Americans with Disabilities Act Amended, may vary among positions, but may include the following tasks, knowledges, skills, abilities, and other characteristics. This list of tasks is ILLUSTRATIVE ONLY and is not intended to be a comprehensive listing of tasks performed by all positions in this classification.)*

**Tasks:**

- The primary responsibility for development, management, direction, control, reviewing and making recommendations on all capital projects and may be utilized for special assignments.
- Evaluates organizational strategies, provides executive oversight relative to the operations and utilizes resources in achievement of the Mayor's/Councils goals and objectives.
- Consults with and supervises department directors in resolving administrative issues and the development of new procedures; coordinates programs and the resolution of problems that cross department lines.

- Provides advice and administrative assistance to City Council members and other officials prior to effecting changeovers and (city operations); meet with the public and officials of other cities, counties, agencies and civic groups in the development and coordination of projects.
- Attend City Council meetings and any special meetings that are called.
- Conduct special studies and investigations and prepare reports and recommendations; perform difficult analytical studies of organizational structures, systems, procedures, policies, practices, and techniques; develop and propose new administrative policies, organization, and procedures and review and amend final recommendations and reports.
- Creates a citywide culture of customer service, accountability, and integrity.
- May represent the Mayor and the City at meetings and is in contact with citizens, city officials, community leaders and other agency representatives. May appear on behalf of the City at County, State and Federal meetings.
- Hours may vary (some evenings, weekends and overnight travel may be required).
- Assist the Mayor in overseeing weekly department head meetings.
- Assist the Mayor in developing and implementing administrative policies.
- Assist the Mayor in providing updates and recommendations to the city council.
- Assist with monitoring and managing grants.

**Knowledge, Abilities, Skills, and Other Characteristics:**

- Knowledge of the principles and techniques of government administration, including principles of management, program planning, direction, coordination, evaluation of City operations and functions.
- Knowledge of municipal organization and operations.
- Knowledge of budget forecasting and financial management, personnel, and labor relations.
- Knowledge of applicable laws, codes, regulations, policies, and procedures.
- Knowledge of legislative and administrative source materials, research methodology and statistics.
- Knowledge of effective supervisory principles and practices.
- Skills in exercising sound judgment in evaluating situations and making decisions.
- Skills in preparing and analyzing comprehensive reports.
- Skills in effective, clear, persuasive oral and written communications to individuals and groups; skills in effective use of interpersonal skills in tactful, patient, and courteous manner.
- Skills in conducting efficient and effective meetings.
- Skills in facilitating and collaborating with senior managers to determine effective and efficient approaches to delivering services and solving citywide issues.
- Ability to exercise keen judgment and thoughtful consideration in making administrative and management decisions.

- Ability to articulate and promote the City’s strategic positions and core values to diverse audiences and to respond to changing community needs.
- Ability to establish and maintain effective and productive working relationships with elected officials, business and community leaders, advisory boards, news media and the public.
- Ability to provide leadership, counsel, motivation, and constructive performance reviews to senior staff as designated by the Mayor.

**Qualifications:** *Any combination of training and experience that would provide the required knowledge, skills and abilities is qualifying. A typical way to obtain the required qualifications would be:*

Bachelor’s degree is preferred but not required in public administration, Business Administration, Law, or related field and 10 years of experience in a responsible management experience, preferably in municipal government, or an equivalent combination of education and experience to provide sufficient evidence of successful performance of the essential elements of the job such as those listed above.

Experience with performance management, change management or similar organizational development experience. Experience working with diverse community.

Valid New Mexico Driver’s license.

**Physical Functions:**

- Must be able to sit up to four hours at one time, and up to eight hours total per workday.
- Must be able to crouch and/or kneel for up to 10 times total per workday.
- Must be able to work with arms bent for up to four hours at one time for up to four hours per day.
- Must be able to use arms to push/pull with an estimated force of 5 pounds, up to 5 times total per day.
- Must be able to use hands and fingers to grasp and manipulate equipment and materials needed to perform essential job duties.
- Must be able to coordinate use of hands and eyes in operation of various types of office equipment.
- Carry files, written documents, or office supplies weighing up to 10 pounds up to 30 minutes per day.
- Lift files, written documents, or office supplies weighing up to 10 pounds, up to one hour per day.
- Speak to phone callers and professional staff.
- Listen to phone callers and professional staff.

- Crouch or bend as needed to file information in low file drawers or obtain office supplies from low shelves. Low drawers or shelves may be at floor level or two or three inches above floor level. This is done up to 15 minutes per day.

**Working Conditions:**

- Indoor temperature is controlled to maintain comfortable work environment year round.
- Floor has short pile carpet over concrete and/or wood, without padding.
- Worker primarily works alone with or without explicit directions from supervisor. Worker consults with one other individual or with small groups of individuals, either on the telephone or in person, on a regular basis.
- Noise includes sound of other personnel working on a personal computer or talking on phone or with professional staff and customers.

**Equipment, Tools, and Materials:**

- Telephone
- Computer terminal
- Computer keyboard
- Computer printer
- Photocopy machine
- Fax machine
- Calculator/adding machine.
- Various forms
- Wide variety of paperwork
- Writing utensils
- Various office supplies.

**Employee Declaration:**

I have read the above Position Specifications. I understand the demands and expectations of the position described and to the best of my knowledge, believe I can perform these duties.

Name: \_\_\_\_\_

Date: \_\_\_\_\_