



LOS ALAMOS

where discoveries are made

COUNTY MANAGER

Los Alamos County, New Mexico

\$182,527 - \$297,218

PLUS EXCELLENT BENEFITS

(HIRING RANGE DEPENDING ON QUALIFICATIONS AND EXPERIENCE.)

APPLY BY

November 3, 2023



WHY APPLY?

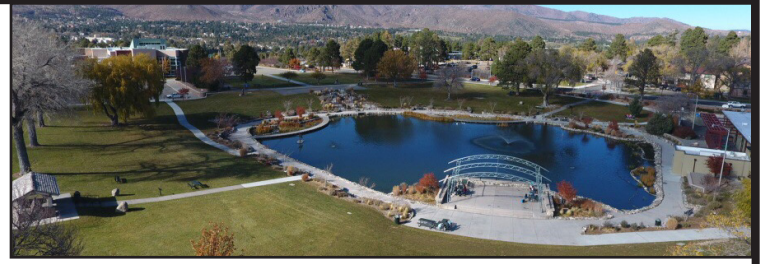
With slightly over 55 years as a local government, Los Alamos County is relatively young in its role as an incorporated county. Los Alamos is a place of spectacular scenery, diverse wildlife, high-altitude recreational opportunities, small-town friendliness, numerous and diverse cultural activities, fascinating history, and world-changing scientific and technological development. Presently, the County is experiencing unprecedented growth, largely driven by the mission expansion of its largest employer, Los Alamos National Laboratory. For the right person, this provides an opportunity to shape how County services will evolve to meet the increased demands associated with such growth.



THE COMMUNITY

Los Alamos County comprises two communities: Los Alamos (~12,500 residents) and White Rock (~6,500 residents). Technically, both are part of the same incorporated city/county. About 190,000 people live within a 40-mile radius of Los Alamos County. Los Alamos National Laboratory is the largest employer in the County with more than 17,000 employees and an annual budget of \$4.6 billion. More than 9,000 people commute to the laboratory from the surrounding area each workday.

The laboratory supports high levels of job stability, income and education, with the highest number of PhDs per capita and a median household income of \$123,677 per year. In addition, the



county enjoys a low crime rate and gets high marks from residents who feel safe and secure. Los Alamos Public Schools offer a well-rounded learning opportunity for students in Pre-K through 12th grade with a 95% graduation rate. The University of New Mexico has a local branch in town and the community has a sizable, home-schooled population.

At 7,245 feet in altitude, Los Alamos is “big pine” country, providing a wealth of high-altitude recreational resources, including:

- Pajarito Mountain, located five miles from downtown Los Alamos, accommodates downhill and cross-country skiing and snowboarding and snowshoeing in the winter, mountain biking in the summer and fall, and hiking year-round;
- Los Alamos County Golf Course is an 18-hole, par 72 course;
- Larry R. Walkup Aquatic Center features a 50-meter, Olympic-size pool (used by Olympic athletes from around the globe), a therapy pool, a recreational Leisure Lagoon, and scheduled events and activities;
- Los Alamos County Ice Rink is the only refrigerated, NHL-regulation, outdoor ice rink in New Mexico;
- More than 150 miles of County network and U.S. Forest Service trails traverse through and around Los Alamos.

Los Alamos is also the gateway to three national parks: the Manhattan Project National Historical Park, Bandelier National Monument, and the Valles Caldera National Preserve. Los Alamos’ four-season climate, with annual temperatures averaging a high of 70 degrees and a low of 42 degrees, promotes exceptional recreation opportunities year-round.



ABOUT THE COUNTY

Los Alamos is an incorporated county, established under a special provision of the state constitution, with both county and municipal authority and powers. Under the adopted home-rule Charter, the County Council is the governing body of the County. The Council consists of seven members elected at large, for four-year,



staggered terms. The Council appoints the County Manager and the County Attorney. The Utilities Manager is appointed by the Board of Public Utilities, with the formal approval of the Council. Los Alamos County employs about 920 people (~ 770 FTEs).

The County Clerk, Assessor, Sheriff, Probate Judge, and Municipal Judge are elected positions. A county-owned utility department provides water, sewer, electric and natural gas services. Other municipal services are provided by the fire, police, public works, community development, community services and administrative services departments. The Los Alamos community dates to the 1940s Manhattan Project era when it was created to develop the first atomic bomb. The town and associated infrastructure were subsequently turned over to the County by the Atomic Energy Commission.

THE POSITION

This recruitment was initiated due to the upcoming retirement of the current County Manager who has served Los Alamos County for almost 3 years as manager, 28 years overall.

The County Manager is appointed by and serves at the will of the County Council. Under broad direction from the Council, this position manages, directs, and integrates a wide range of complex and sensitive County services, often involving issues of significant visibility and substantial consequences for the County. The County Manager is responsible for providing leadership and general direction to department directors, other County employees, and boards and commissions regarding county operations and programs. The County Manager establishes county operational priorities, monitors the financial status of the county, including capital improvement plans and budgets. This position serves as the County Treasurer and County Surveyor as established by County Charter. The County Manager attends County Council meetings and offers opinions on policy development, council actions and other matters as may be appropriate.

The County Council seeks a County Manager who is an exceptional communicator with proven local government experience and an excellent understanding of the Council-Manager form of government. The successful candidate will work proactively to address strategic short- and long-range plans through input from County Council, community organizations, private citizens, department directors and officials from other governmental agencies. Knowledge of all levels of government, legislative and administrative procedures, fiscal and budgetary matters at the state or local government level, and human resources practices and requirements is required. Experience working with matters concerning Indigenous nations/pueblos is desired.

The new County Manager will need to possess outstanding leadership skills as the position also includes the supervision of two Deputy County Managers, Human Resources Manager, Public Information Officer, and six department directors.



IDEAL CANDIDATE PROFILE

Los Alamos County seeks a County Manager who can confidently and proactively manage the duties and responsibilities of the office, provide clarity and direction to staff, and promptly provide accurate information to the County Council. The County values transparency in its operations and desires its County Manager to assist departments in providing information to requesting parties.

The next County Manager will be skilled at building and maintaining positive working relationships with internal and external stakeholders. The ideal candidate will be assertive, yet respectful, in providing concise and sound recommendations to County Council, while also helping to accomplish the goals of the governing body in an innovative and creative manner.



The ideal candidate will possess exceptional interpersonal skills and will work effectively with diverse groups and issues. The candidate will have the ability to work in a participatory democracy with a highly involved, well-educated citizenry with high expectations for service delivery.

The next County Manager will have essential skills and experience necessary to handle municipal government matters. The ideal candidate will have the proven ability to understand and work effectively with Indigenous nations such as San Ildefonso and Santa Clara Pueblos, and other government entities particularly the U.S. Department of Energy, U.S. Forest Service, U.S. National Park Service and other agencies. The next County Manager will



ideally bring experience in economic and community development to facilitate creative and innovative approaches to downtown revitalization.

An experienced County Manager who can act independently, as appropriate, to protect the County's interests and keep the County Council regularly informed is desired. Strong negotiation skills, responsiveness, and a commitment to working collaboratively with other members of the County's executive teams are essential to the position.





EXPERIENCE & EDUCATION

The selected candidate will hold a Bachelor's Degree from an accredited college or university in Public Administration, Business Administration, or related field. The candidate will have at least ten years of experience in managing city or county government or a large department of a similarly sized organization, with at least five years of supervisory experience. Other qualifications include knowledge of government, legislative and administrative procedures, human resource practices, and fiscal and budgetary matters.

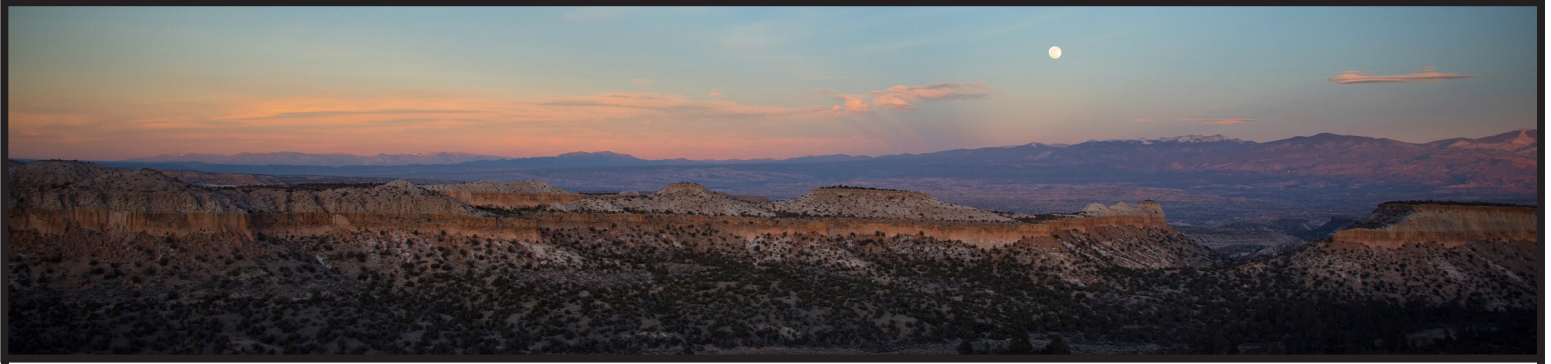
Preferred qualifications include a Master's Degree from an accredited college or university in a relevant field; experience as a city or county manager, or as an assistant or deputy city or county manager; and experience working in a community with one large employer or a large federal facility.

The candidate must possess or have the ability to obtain within the first 60 days of employment and must maintain a valid New Mexico Class D driver's license. The selected candidate must establish and maintain residency in Los Alamos County within a time determined in consultation with the County Council.

COMPENSATION & BENEFITS

- Salary range is \$182,527 to \$297,218 annually
- Annual Leave: 15-24 days per year
- Sick Leave: 12 days per year
- Holidays: 12 days per year
- Relocation reimbursement is negotiable.
- Medical, Dental, Vision & Mandatory Life Insurance:
 - 80% paid for employee and dependents
 - Basic and AD&D Life Insurance policies of \$50,000 each
- Retiree Health Care Authority:
 - Employer contributes 2.00% of base wages (Employee contributes 1.00%)
- Long Term Disability: Employer contributes 50% of premium, Employee contributes 50% of premium (0.25% of base wages).
 - Benefit may pay 60% of base wages up to \$8,000 per month, if eligible
- Retirement:
 - PERA (Defined Benefit Plan): Employer contributes 21.16% of base wages (Employee contributes 5.29%)
 - Los Alamos County Employee Pension Plan (Defined Contribution Plan): Employer contributes 9.00% of base wages (Employee contributes 1.00%)
 - Voluntary contributions to 457 Plan (with 5% employer contribution)





Apply online at www.GovHRjobs.com with résumé, cover letter, and contact information for five (5) professional references.

Applications are due by November 3, 2023.

For additional information, contact Sarah McKee, Senior Vice President, GovHR USA at (847)380-3240 x120.

