Inviting applications for a leadership level position of Deputy Chief Administrative Officer
THE CITY OF ALBUQUERQUE

Surrounded by dramatic mountains and cut through by the Rio Grande river, the City of Albuquerque is a scenic community in northern New Mexico. As the largest city by population (560,000) in New Mexico and 32nd in the nation, the City spans over 187 square miles and boasts 310 sunny days, annually. Sunset Magazine has designated Albuquerque as one of twenty game-changing places to live, while National Geographic Traveler calls the city, “One of the Best Small Cities.”

The City is home to the University of New Mexico and other postgraduate and secondary schools, which with local and state government offices, are the largest employers. Another strong portion of the City’s economic base is tourism and services. Albuquerque is known internationally for its hot air balloon festival, a historic Old Town with distinct architecture, and national monuments and parks which have preserved the natural beauty of the area.

CITY GOVERNANCE

The region of Albuquerque dates back to the indigenous tribe of Pueblos who inhabited the area in the 6th Century. The City of Albuquerque was first chartered as a United States city in 1891 and originated a Mayor-Council form of government in 1974. Today, the City government comprises twenty departments with more than 6,000 employees. The City has an annual operating budget of $1.1B and holds AAA and AA+ bond ratings from S&P and Fitch ratings, respectively.

The Mayor position is full time, serving four-year terms, with no term limits. Mayor Tim Keller, first elected in 2017, has announced his intention to stand for reelection in 2021 and is widely expected to have a long political career. The nine City Councilors are part time positions serving four-year terms, with no term limits.

The Mayor has launched a resiliency plan, One Albuquerque, which strives to reengage residents and the business community to address issues including: tackling crime, investing in more programs for children, funding housing vouchers and other programs to strengthen and grow the City. Beyond specific programs, One Albuquerque is changing the City’s organizational culture as outlined in its mantra, “We face challenges head on, we accept responsibility, we problem solve, we think outside the box, we own the solution, we have a bias toward action.”
THE POSITION

The Deputy Chief Administrative Officer position directly oversees the day-to-day operations of select City functions. Areas of responsibility may include high priority initiatives of the administration including economic development; technology and innovation; and youth activities.

THE IDEAL CANDIDATE WILL

• Possess effective administrative leadership skills.
• Balance multiple objectives and related tasks simultaneously.
• Problem solve in an orderly, creative manner.
• Excel in a fast-paced, high-pressure environment.
• Exercise sound judgement and act as a team player.
• Set a high level of accountability as the standard for oneself and staff.

KEY ATTRIBUTES

Leadership
Demonstrated ability to manage multiple teams or departments
Self-directed
Takes initiative to achieve goals.
Continuous and clear communicator
Has excellent verbal and written communication skills including the ability to both draft and edit legal documents; media; public communications. Adept communication to further work plans.
QUALIFICATIONS AND REQUIREMENTS

Education
Master’s degree or juris doctorate from an accredited university (may be substituted with additional years of work experience).

Experience
Five years of full-time employment including three years of public administration, criminal justice, government, non-profit or political organizational experience and three years of supervisory experience managing at least five or more employees.

COMPENSATION

The salary range for the position is $110,000 to $140,000 annually, depending on qualifications and depth of experience.

The City offers an attractive benefits package including health, dental and, vision plans; life insurance, short- and long-term disability benefits and paid family leave. The City participates in Public Employees Retirement Association of New Mexico (PERA) and offers deferred compensation plans.

TO BE CONSIDERED

Interested candidates should submit a cover letter and resume to:

Management Partners
Attn: Nancy Hetrick
search@managementpartners.com

The position is open until filled. Please contact Nancy Hetrick at 408-437-5400 with any questions.