

DIRECTOR OF GOVERNMENT AFFAIRS & COMMUNITY RELATIONS

The City of Carlsbad is accepting applications for the position of **Government Affairs & Community Relations Director**. This position directs the activities of the Library, Museum, Recreation Centers, Civic Center and other assigned departments. Acts as liason between the City and other governmental agencies.

Provides general supervision to the Library, Museum, Hall of Fame, Civic Center, Senior Recreation Centers, Riverwalk Recreation Center and other assigned arteas.

Responsible for planning, writing and coordinating the city community development block grant program, as well as various other community development and special grant programs.

Meets with subordinate department heads to provide guidance and coordinate activities; authorizes payroll forms, travel, pay, and draw down request vouchers; approves departmental budgets and expenditures, develops and submits consolidated budget to the City Administrator.

Responsible for coordinating and ensuring good relations with outside governmental agencies. May act as support for the Community Development Director in their absence.

Knowledge of the principles and practices of public administration, including budgeting, grants, planning and supervision including training and evaluation.

Ability to establish and maintain effective working relationships with staff, other City departments, elected officials, members of the public, and outside agencies. Ability to understand and interpret complex statutes, rules, regulations, policies, and guidelines. Ability to determine the City's needs for municipal services and programs in designated departments, determine their priorities, and allocate limited resources.

Skill in providing leadership to department heads and coordinating the services and activities of several departments. Skill in evaluating the work of others.

Qualifications: BA/BS degree (MA/MS preferred) in Public Administration, Finance, Business Administration, Planning or related field, and five (5) years of managerial experience, preferably in local government and experience in community planning, grant writing, project management and community development activities.

Must have an excellent work history to include dependability and stability. Must possess and maintain a valid New Mexico operator's license.

In addition to an excellent benefit package, starting base annual pay rate will be \$108,517. Additional pay increase available for applicants with advanced educational degrees.

To be considered for this position apply at the City Municipal Building, 101 N. Halagueno or respond to City of Carlsbad, Personnel Department, P.O. Box 1569, Carlsbad, NM 88221. Applicants must include a City of Carlsbad employment application filled out completely. Resumes are not required, but may be included if desired. Applications/resumes must be received or be postmarked no later than July 13, 2018.

EOE M/F/V/D