

AN EXCITING CAREER OPPORTUNITY

This is truly an exciting opportunity to live and work in beautiful Northwestern New Mexico. The City of Aztec is a thriving community that is the County seat of San Juan County and part of the tri-cities community (Aztec, Bloomfield, and Farmington). Aztec is located in the scenic Four Corners region of the Great Southwest at an elevation of 5,646 ft. With a population of over 6,500 residents, it incorporates 17.0 square miles. It is home to the Aztec Ruins National Monument, a designated World Heritage site and home to the largest reconstructed Great Kiva. In 1963 the City was recognized by the National Civic League as an All-America City. It is also listed as a Sperling's Best Place to live, work, or retire. The successful candidate will work closely with the City Commission and other city officials, and as such, shall give their opinion in writing when requested.

ABOUT THE CANDIDATE

The candidate for City Attorney for the City of Aztec is required to possess a bachelor's degree from an accredited law school. In addition, the successful candidate should have completed a Juris Doctor at an ABA-accredited law school and achieved at least five years' experience in municipal, public, or civil law and must maintain skills in legal research, communication, negotiation, and ethical decision-making. Applicants must hold a current law license in good standing and meet the eligibility requirements for admission to the New Mexico Bar through reciprocity or admission on motion pursuant to New Mexico Rules Governing Admission to the Bar. The successful candidate should be a personable and approachable professional, an excellent communicator both verbally and in writing.

ABOUT THE POSITION

The City Attorney shall act as the legal counselor and advisor of the Commission and other city officials, and as such, shall give their opinion in writing when requested. The City Attorney shall draft or approve as to form all deeds, contracts, conveyances, ordinances, resolutions, and other legal instruments. The City Attorney shall approve as to form, in writing, all drafts of contracts and all official or other bonds before final approval or acceptance thereof by the Commission. The City Attorney shall return, within ten (10) days, all ordinances and resolutions submitted to him/her for consideration by the Commission, with his/her approval or disapproval as to form noted thereon, together with his/her reasons therefore. The City Attorney shall prosecute and defend all suits, actions, or causes where the city is a party and shall report to the Commission, when required, the condition of any suit or action to which the city is a party.









Typical knowledge, skills, and abilities:

- High ethical standards and attention to detail
- Strategic, with the ability to prioritize high-impact matters using data-driven insights
- Adaptive, able to integrate innovation int traditional municipal legal frameworks
- Ability to communicate effectively orally and in writing and establish effective working relationships with service providers, consultants, employees, other attorneys and the general public.

- Experience fostering city, county, state and federal government relationships.
- Possesses excellent leadership abilities and organization skills
- Access legal liability, data protection, and intellectual property concerns
- Counsel city
 departments on
 compliance with local,
 state and federal laws
- Oversee litigation strategies including case assessment, settlement negotiation and coordination with outside counsel

- Be of unquestioned morals, integrity, and ethics while treating the City Commission, City employees, and the public with dignity and respect.
- Experience in working with a City Commission to define a common vision and goals for a community.

OUTDOOR RECREATION

Aztec is a unique and energizing outdoor experience. Located in northwest New Mexico amid a lush, high-desert panorama of river-striped landscapes, majestic hills and boulder-encrusted valleys, Aztec is emerging as a go-to hotspot for adventure-seeking families. Navajo Lake, the state's second largest lake, features 15,600 surface acres of jet skiing, waterskiing, sail boarding, kayaking, paddle boarding, and fishing. Downstream from Navajo Lake is the famous San Juan Quality Waters which is world renowned for catch-and-release fly fishing.

Aztec boasts over 30 miles of mountain bike trails that range from rugged, pinion tree and desert scrub badlands to playful slickrock areas to heart-thumping single tracks. At the forefront is the Alien Run Trails, ranked #1 in northwest New Mexico and among the more technically challenging and scenic mountain bike trails in the Four Corners.

The Aztec Motocross is a hotspot and home to many top amateur and pro riders being rated the best track of its kind in northern New Mexico and southern Colorado. That same affection for earplug-prompting, fuel-injected fun can be had at the Aztec Speedway, a Four Corners staple that has entertained generations of motorheads for more than 50 years.

Ancestral Pueblo explorations are also central to Aztec's allure. Located within the City limits is Aztec Ruins National Monument, a UNESCO World Heritage Site. Further south of Aztec is Chaco Culture National Historical Park, another world heritage site and famous for its night skies.

COMPENSATION AND BENEFITS

The starting salary for the City Attorney of the City of Aztec will be market competitive, depending on the experience, qualifications, and salary history of the selected individual. In addition, an excellent fringe benefit package will be provided along with reasonable relocation expenses.

The City of Aztec is an Equal Opportunity Employer. The City of Aztec does not discriminate on the basis of race, sex, age, religion, ethnic origin or handicapped status.

HOW TO APPLY

This position is open until filled. To be considered for this exceptional career opportunity, submit your résumé, cover letter, and a list of six work-related references (two supervisors, two direct reports and two colleagues). Résumés should reflect years and months of employment, beginning/ending dates as well as size of staff and budgets that you have managed. Please submit your information to ksayler@aztecnm.gov.

For further information contact:

Karla Sayler HR Manager (505)334-7603

E-mail: ksayler@aztecnm.gov Website: www.aztecnm.gov

Resumes will be screened in relation to the criteria outlined in this brochure. Candidates with the most relevant qualifications will be given preliminary interviews by the Aztec City Commission and Staff. An appointment will be made following comprehensive reference and background checks.

