



City of Aztec

New Mexico

We are currently recruiting
to fill the position of:

Electric Utility Director

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. The City has been recognized by the National Civic League as an All-America City.

The successful candidate will work closely with the City Manager on issues concerning, electric generation and distribution system development, infrastructure improvements, alternative revenue sources, regional cooperation in service delivery, relationship building, and the delivery of high quality, cost-effective services to the residents of Aztec.

ABOUT THE CANDIDATE

The candidate for Electric Utility Director for the City of Aztec is required to possess a Bachelor's degree from an accredited college or university in Public or Business Administration, Engineering, or directly related field, or ten years' experience working for an Electric Utility with five years of supervisory experience.

The candidate must have knowledge and experience in Electric power operations, maintenance and metering including substations, Fiber optic installations and maintenance, Budgeting, Rate making and design, Contracts, agreements and easements, National Electric Safety Code, Electric line design and power engineering, Green power installations, Purchase Power agreements and negotiations, and customer relations. In addition, the successful candidate is required to have achieved at least five years of progressively complex and responsible work experience, management experience or service as a department director. This work experience should include at least five years of supervisory or managerial experience.

The successful candidate should be a personable and approachable professional, an excellent communicator both verbally and in writing, and have experience in handling a large departmental budget. In addition, the individual should be fair, open, levelheaded, responsive, and team oriented. This individual should be a visionary thinker, an innovator, and possess highly developed leadership skills that leads to enjoying active involvement within the City and within the community.

ABOUT THE POSITION

The Electric Utility Director is responsible for the efficient and safe delivery of Electric Department services to approximately 3,000 customers in the City's electric utility service territory. Directs departmental employees activities to insure the most efficient and equitable delivery of departmental services. Works with Electric linemen when necessary to meet the needs of electrical services. The City is working on expanding the fiber optic system.

This position prepares and defends the proposed operating budget for the department. Maintains responsibility for the preparation of the departmental portion of the five year Capital Improvements Plan. Will prepare recommendations regarding use of outside consultants in the utility rate studies, and a wide variety of feasibility reports as required.

This position manages departmental operations in compliance with the personnel policy and related administrative regulations. This candidate will need to act in an independent, conscientious manner, using sound judgment and memory, and the ability to respond quickly and accurately and to keep information confidential.



WELCOME TO AZTEC

This position oversees Managerial operations, the Electric Line crew, City Electric and Water metering, and Electric Warehousing.

Typical knowledge, skills, and abilities:

- ❖ Possess knowledge of Electric Utility Distribution System and Operations. Knowledge of Electric and Telecommunication regulations.
- ❖ Possess knowledge of electric utility and fiber optic operations and management, policies and procedures.
- ❖ Experience in working with capital outlay through state and federal government funding.
- ❖ Experience in managing major infrastructure projects to include electric facilities.
- ❖ Experience fostering city, county, state and federal government relationships.
- ❖ Be understanding of different cultures and the needs of a diverse region as Aztec is in close proximity to several Native American cultures and has a large Hispanic population.
- ❖ Skills in dealing with the public, subordinate supervisors and employees from a responsible management perspective. Ability to establish and maintain effective working relationships with prospective commercial and residential clients, elected officials, advisory boards and commission, the City Manager, fellow department heads, subordinate supervisors, and employees.
- ❖ Be an effective negotiator, delegator, and problem solver with the ability to manage change effectively.
- ❖ Be of unquestioned morals, integrity, and ethics while treating the City Commission, City employees, and the public with dignity and respect.
- ❖ Good public relations skills and ability to work effectively with the news media.
- ❖ Possess analytical abilities necessary to make sound, logical interpretations of policy direction provided by the City Commission.

ABOUT THE CITY GOVERNMENT

The City of Aztec was incorporated in 1905 as a general law municipality. The City has a Commission-Manager form of government. There are five City Commissioners, each elected at large within the City on staggered four year terms.

The City of Aztec is a full service city, which includes water, sewer, solid waste, and electrical utilities. There are approximately 90 full-time City employees.

You can obtain much more detailed information about the City government of Aztec from their website: www.aztecnm.gov

EDUCATION

Aztec is home to the Aztec Municipal School District which includes Aztec High School, Koogler Middle School, Park Avenue Elementary School, McCoy Elementary School, Lydia Rippey Elementary School, and Vista Nueva High School (Alternative High School).

Just a few miles away from Aztec is San Juan Community College. San Juan College also partners with state universities to offer both bachelors and master's degrees on campus.

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 River 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 slick rock 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 motor heads 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 salary for the Electric Utility Director of the City of Aztec will be up to \$105,000 per year, 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

To be considered for this exceptional career opportunity, please submit your application, your résumé, cover letter, and a list of three work-related references to:

Human Resources Manager
Aztec City Hall
201 W. Chaco St.
Aztec, NM 87410
ksayler@aztecnm.gov

