Neighborhood Services Director

Location:

215 E Center St, Tucumcari, NM 88401

Company:

City of Tucumcari

Summary:

The role of the Neighborhood Service Director is to oversee the overall business operations of various departments within the City, including staff supervision and management, budgeting and financial management, program development and implementation, create and maintain safety standards, create response matrix, establish report cadence, implementation of weekly SITREPs and community engagement.

Under administrative direction of the City Manager, provides strategic leadership, management, organization, direction, and supervision of all operations and activities:

Neighborhood Service Center Director Responsibilities & Duties

- Develop and implement programs and services to meet the needs of the community
- Direct and manage a team of Public Works Supervisors and staff, providing training and support as needed
- Build and maintain relationships with government organizations and agencies to ensure that residents receive comprehensive and coordinated services
- Develop and manage the department's budget, ensuring that programs are run efficiently and effectively
- Act as the public face of the department, representing it in the community/commissioner's meeting and ensuring that it is seen as a valuable and professional resource for residents
- Collect and analyze data to evaluate the effectiveness of public works and identify areas for improvement
- Ensure that the department is operating in compliance with all relevant laws and regulations

Neighborhood Service Center Director Qualifications & Skills

- Master's degree in public administration (preferred) or equal experience

- Project management experience (required)
- Previous experience in a leadership role within a community organization
- Strong knowledge of local, state, and federal resources
- Experience with grant writing and securing funding
- Excellent interpersonal and communication skills
- Ability to develop and maintain community relationships
- Proficient in data analysis and reporting
- Vast understanding of construction laws and principles
- At least 10 years of experience in a leadership role, overseeing a team of professionals and managing programs and services
- Excellent communication and interpersonal skills, with the ability to build relationships with a wide range of stakeholders
- Strong organizational and project management skills, with the ability to balance multiple priorities and meet tight deadlines
- Knowledge of local community resources and the ability to coordinate services effectively to meet the needs of residents
- Ability to work well in a fast-paced and dynamic environment, adapting to changing needs and priorities
- Commitment to the mission and values of the City and the ability to represent it in a positive and professional manner

Salary - Depending on Qualifications

Licenses:

Must possess a valid NM Driver's License with no major driving infractions.

Language Skills:

Ability to read, analyze and interpret professional journals, technical manuals, technical procedures, and governmental regulations. Ability to read and comprehend equipment operation manuals. Ability to write operating reports.

Knowledge

Current Federal, State and Local Codes and Regulations relation to public utilities. Operational Characteristics services and activities of large utility systems including water distribution, production, storage, wastewater treatment, solid waste regulations, booster pumps and treatment facilities. Public utility industry practices and procedures. Knowledge of Chemistry and Microbiology as related to drinking water and wastewater. Occupational hazards and standard safety practices and procedures as required by OSHA.

Ability:

Ability to effectively work with, advise and inform city officials, employees, legislative bodies, citizens boards, the media and the general public. Ability to maintain the discipline and respect of subordinates. Ability to motivate, direct and coordinate a multidisciplinary staff in waste-water collection and treatment systems and emergency response. Ability to plan, initiate and carry out long-term programs in administration, training, equipment maintenance and waste-water treatment and collection systems. Ability to interpret, explain and enforce department policies and procedures. Ability to communicate logically and clearly both orally and in writing, and follow oral and written instructions. Ability to read and interpret construction plans, blueprints, maps, charts and graphs. Ability to develop department goals; lead process improvement and customer satisfaction initiatives. Ability to exercise independent judgment and initiative with minimal supervision. Ability to work as a team player and be willing to deliver superior customer service to both internal and external customers.

Job Type: Full-time

Benefits:

- Dental insurance
- Employee assistance program
- Health insurance
- Life insurance
- Paid time off
- Retirement plan
- Vision insurance

Experience:

- regulatory compliance experience in a public utility system: 4 years (Required)

- supervisory or technical lead is preferred: 2 years (Preferred)

License/Certification:

- Driver's License (Required)

Ability to Commute:

- Tucumcari, NM 88401 (Required)

Ability to Relocate:

- Tucumcari, NM 88401: Relocate before starting work (Required)

Work Location: In person