

**Henry P. Roybal**  
Commissioner, District 1

**Anna Hansen**  
Commissioner, District 2

**Rudy N. Garcia**  
Commissioner, District 3



**Anna T. Hamilton**  
Commissioner, District 4

**Hank Hughes**  
Commissioner, District 5

**Katherine Miller**  
County Manager

102 Grant Ave; Santa Fe, New Mexico 87501 Phone: 505-992-9880 Fax: 505-992-9895

## **Job Title: Project Manager II**

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<b>Department/Division:</b>	<b>Public Safety Department/Adult Detention Facility</b>
<b>Salary:</b>	<b>\$21.1563/hr. - \$31.7345/hr. Range: 33</b>
<b>Position Status:</b>	<b>Full-Time/Classified</b>
<b>FLSA Status:</b>	<b>Non-exempt</b>
<b>Closing Date:</b>	<b>June 30, 2022</b>
<b>Job #:</b>	<b>6-2022-010</b>

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*The following duties ARE NOT intended to serve as a comprehensive list of all duties performed by all employees in this classification, only to provide a summary of the major duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.*

### **Primary Purpose:**

Oversees and coordinates assigned projects, including development, tracking, and maintaining grants, RFP's and contracts. Acts as Santa Fe County lead in joint projects with other entities through MOU's and JPA's. Oversees Division compliance with local, state, and federal regulations and permitting as they relate to projects assigned.

### **Essential Job Functions:**

- Performs planning, budgeting, scheduling, forecasting and reporting of projects; plans and maintains all projects phases (conceptual through completion); works with other staff and groups to develop project objectives, scopes of work, schedules, and budgets needed in preparation of requests for proposal's (RFP's); develops criteria pertinent in contract negotiations; manages and reviews development of projects; establishes project budgets.
- Coordinates funding from various sources, including grants, bonds, legislative appropriations, or allocations from the Board of County Commissioners; ensures contract requirements match budgetary requirements; tracks expenditures for conformance with budget and contract requirements; reviews contractor

submittals for payment recommendations; manages schedules to ensure timely completion of projects.

- Coordinates scheduling of tasks with staff, other divisions, and contractors; monitors progress of time and works as defined in contract; manages activity to keep projects on schedule; reviews all contractor submittals for conformance with contract requirements, and makes recommendations for changes or approvals.
- Oversees regulatory compliance for division operations; keeps current on applicable state and federal regulations; consults with operations staff on regulatory requirements; maintains necessary permits, required regulatory submittals, and renewals for operations.
- Inspect projects to assure compliance with plans and specifications.
- Track material quantities to assure invoice accuracy.
- Responsible for data collection of assets / appurtenances as assigned.

#### **Knowledge / Skills:**

- Knowledge in project management, including project planning, budgeting, and scheduling.
- Ability to write reports for a variety of audiences, and to communicate clearly and effectively, both verbally and in writing. Ability to read and interpret blue prints, schematics and specifications. Ability to conduct valid appraisal and analysis of proposals and reports submitted to the County. Ability to communicate effectively with the public, consultants, and diverse user groups. Ability to work productively in a team environment with staff, consultants, and partner organizations.
- Skill with GPS and GIS. Skill in computer word processing and spreadsheets.
- Ability to effectively utilize outlook email software, project scheduling software, and database software.

#### **Minimum Qualifications:**

- Bachelor's Degree in the fields of Engineering, Architecture, Planning, Facility Development, Facility Operations, Facility, Management, Project Management, or related field plus two (2) years of experience relevant to the essential job functions and primary purpose defined herein. Experience may be substituted at a rate of 30 semester hours equal to one (1) year of experience.
- The COVID vaccine is mandatory for all Santa Fe County employees unless granted an accommodation under applicable state or federal law.

#### **Working Conditions:**

Work is performed in both an office setting and in the field. Travel is required as necessary; out of county travel may be required. May be subject to exposure to CRT's and VDT's. Work schedule will include evening, weekend, and holiday hours.

**Conditions of Employment:**

Selected candidate must submit to and pass a County paid pre-employment physical and drug/alcohol screening. Additionally, selected candidate must submit to and pass a county paid criminal background screening. Selected candidate must possess and maintain a valid New Mexico Class D Driver's License as incumbent shall be appointed to drive a County vehicle during the performance of his/her duties.

**Apply Online at:**

**[https://www.santafecountynm.gov/human\\_resources/employment\\_applications](https://www.santafecountynm.gov/human_resources/employment_applications)**.

**Resumes will not be accepted in lieu of the official Santa Fe County employment application. Proof of education, certificates and/or endorsements must be attached to each application.**

Revised: 08/31/2016