

CITY OF AZTEC, NEW MEXICO

City Attorney



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 Aztec, Police Department, Municipal Judge, City Commission and other city officials, and as such, shall give their opinion in writing when requested.

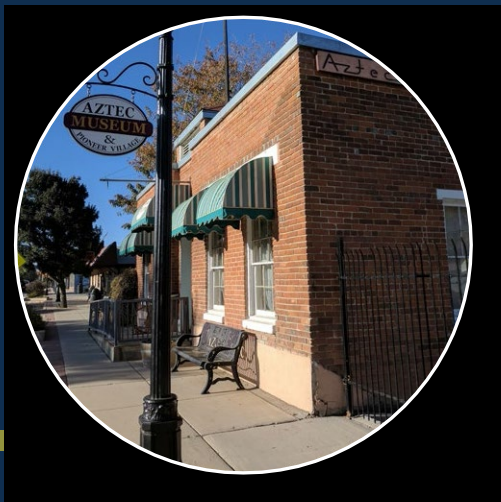
ABOUT THE CANDIDATE

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. Oversees the prosecution of violations of City ordinances in Municipal Court, prepares Municipal Court cases for trial, and advises police officers and other enforcement personnel.



WELCOME TO AZTEC

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 into 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.

Governance & Organization

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 delivers a full slate of services with over 100 professional staff, including:

- Public Safety (Police and Volunteer Fire)
- Utilities & Public Works
- Community Development
- Parks & Recreation

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

OUTDOOR RECREATION

Aztec is a unique and energizing outdoor experience. Located in northwest New Mexico amid a lush, high-desert panorama of river-stripped 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, piñon 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

This position is a contract position. The starting salary range will be \$100,000 per year. The City of Aztec will be market competitive, depending on the experience, qualifications, and salary history of the selected individual.

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, submit your résumé, cover letter, and a list of three viable references and a copy of New Mexico active law license. This position will be open until December 31, 2025. Please submit your information to HR-CityClerk@aztecnm.gov or ksayler@aztecnm.gov.

For further information contact:

Karla Saylor

Personnel Administrator

(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.

