



LOS ALAMOS

where discoveries are made

**ECONOMIC DEVELOPMENT
ADMINISTRATOR**

Community Development Department
Los Alamos County, New Mexico

\$90,539 - \$133,466

PLUS EXCELLENT BENEFITS

APPLY BY

August 3, 2020



WHY APPLY?

With slightly over 60 years as a local government, Los Alamos County is relatively young in its role as an incorporated county. Los Alamos is a place of spectacular scenery, diverse wildlife, uncommon high-altitude recreational opportunities, small-town friendliness, numerous and diverse cultural activities, fascinating history, and world-changing science and technological development. At present the County is experiencing unprecedented growth, largely driven by budgetary and mission expansion at its largest employer – Los Alamos National Laboratory – and for the right person, this is an excellent opportunity to shape how our community evolves to meet the increased demands associated with such growth.



The Lab supports high levels of job stability, income and education, with the highest number of PhDs per capita and a median household income of \$110,190 per year. The County revenues and business activity have only minimally been affected by COVID-19 and remains strong due to the continued operation of LANL.

Los Alamos County enjoys a low crime rate and gets high marks from residents who feel safe here. The public school district is in the top 4% in the nation, the Univ. of New Mexico has a local branch, and the community has a large home-schooled population.

At 7,245 feet altitude, Los Alamos is “big pine” country, providing a wealth of high altitude recreational resources, including:

- Pajarito Mountain, located five miles from downtown Los Alamos, accommodates downhill and cross-country skiing, snowboarding and snowshoeing in the winter, mountain biking in the summer and fall, and hiking year-round;
- Los Alamos County Golf Course, an 18-hole, par 72;
- Larry R. Walkup Aquatic Center, featuring a 50-meter, Olympic-size pool (used by Olympic athletes from around the globe), a therapy pool, and scheduled events and activities;
- Los Alamos County Ice Rink, the only refrigerated, NHL regulation, outdoor ice rink in New Mexico;
- More than 150 miles of County network and U.S. Forest Service trails that traverse through and around Los Alamos.

Los Alamos is also the Gateway to three National Parks: the Manhattan Project National Historical Park, Bandelier National Monument, and the Valles Caldera National Preserve. Los Alamos’ four-season climate, with an average annual temperature high of 70 degrees and an average annual low of 42 degrees, promotes exceptional recreation opportunities year-round.



THE COMMUNITY

There are two communities in Los Alamos County: Los Alamos (~12,500 residents), and White Rock (~6,500 residents). Technically, both are part of the same incorporated city/county. About 190,000 people live within a forty-mile radius of Los Alamos. Los Alamos National Laboratory (LANL) is the largest employer (12,000) in the County with an annual budget of 2.5 billion dollars. Approximately 7,000 people commute to the Laboratory from the surrounding area each day.



ABOUT THE COUNTY

Los Alamos is an incorporated county, established under a special provision of the state constitution. It has both county and municipal authority and powers. Los Alamos County Council has also adopted a home rule Charter. Under the Charter, the Council is the governing body of the County. The Council consists of seven members elected, at large, for four-year, staggered terms. The Council appoints the County Manager and County Attorney. The Utilities Manager is appointed by the Board of Public Utilities, with the formal approval of the Council. Los Alamos County employs about 700 people.

The County Clerk, Assessor, Probate Judge, Sheriff and Municipal Judge are elected positions. Public Utilities (water, sewer, electric, gas) are managed by the County, along with other municipal services such as Fire, Police, Community Development, Public Works, Community Services and Administrative Services. The Los Alamos community dates to the 1940s Manhattan Project era when it was created to develop the first atomic bomb. The town and associated infrastructure were subsequently turned over to the County by the Atomic Energy Commission.



THE POSITION

Under the general supervision of the Community Development Director, the Economic Development Administrator serves as a key member of the county's tactical leadership team with direct responsibility for the effective implementation of county-wide strategic and operating initiatives to strengthen the economic base, attract and retain businesses, and effectively market Los

Alamos County for economic sustainability and long-term vitality that enhances the quality of life of residents and strengthens the business environment. The Economic Development Administrator also provides support and assistance in the development, research, coordination and execution of strategies designed to create jobs, attract new businesses, retain and expand local businesses, revitalize commercial areas, facilitate real estate development projects and implement tourism attraction strategies.

The successful candidate will have strong communication skills and possess the talent to target and aggressively pursue a diverse range of businesses to support the needs of the Los Alamos community. The Economic Development Administrator must be able to effectively build relationships with business leaders and help them succeed in the community. A key task of this position is to execute the Economic Vitality Strategic Plan, a County Council-approved economic development strategy.

The Economic Development Administrator's office is purposefully co-located within the Community Development/Public Works space to facilitate discussion of issues/cooperation related to development. The Economic Development Administrator serves as an adviser and chief advocate in all areas of economic development, with an emphasis on developing and implementing strategies and programs that will attract new businesses, and retain and expand appropriate businesses for Los Alamos County.

Key duties will include the following:

1. Responsible for retention and/or expansion of existing businesses within the County; includes coordinating business retention visits to develop an understanding of the local economic climate and acts as an advocate with issues that may arise;
2. Leads efforts to transfer appropriate and available county land into the hands of private developers in order to effect new business opportunities, expansion of housing supply, and other growth opportunities with a focus on enhancing the local quality of life. The housing demand remains strong and County Council has indicated a desire to continue to promote conversion of County owned properties into residential development;



3. Develops and implements short- and long-range economic development plans; gathers, interprets and prepares data for studies, reports and recommendations; coordinates activities with other departments;

4. Capitalize on the opportunities presented by the development of the Manhattan Project National Historical Park and its implication for tourism in the area. Develop the Los Alamos identity as the “Gateway Community” to the new park in addition to Banderlier National Monument, Valles Caldera National Preserve, and Pajarito Mountain Ski Area;

5. Support and facilitate tech transfer opportunities created by Los Alamos National Laboratory;

6. Expand hospitality industry sector in support of the growing tourism opportunities in the area;

7. Coordinate production of informational publications promoting the County of Los Alamos to the development and business community for economic development activities—including but not limited to economic development website, newsletter and print publications; and,



IDEAL CANDIDATE PROFILE

The ideal candidate will be a strategic and innovative economic development professional. He or she will be an advocate for and promoter of Los Alamos County. This top professional will develop and execute an overall economic development strategy in-line with community needs and values. They will partner with stakeholders to set economic development goals and work aggressively to pursue achieving those goals. The chosen candidate will have an outgoing and enthusiastic personality, with the ability to build strong relationships with existing and potential future business owners and developers. They will listen to and understand the needs of existing businesses and the community-at-large. The successful applicant will have a track record of identifying and attracting target businesses. They will understand the need for effectively using data to negotiate potential deals and make recommendations to the Economic Vitality Action Team and County Council. They will effectively represent the County’s needs with the utmost integrity and passion.

The County’s next Economic Development Administrator will be able to organize and express ideas through excellent oral and written communications to a wide variety of audiences, such as County Council, community groups, and regional partners, citizens, and the media. He or she will have the ability to establish and maintain effective working relationships with department and division managers, other employees, public officials and a wide range of constituencies.

8. Represent the County at various boards and committee meetings and work with partner agencies such as the Regional Development Corporation and Los Alamos Commerce & Development Corporation in the attainment of economic development goals for the County and region.



EXPERIENCE & EDUCATION

This position requires a Bachelor’s Degree from an accredited college or university in Urban Planning, Economics, Public or Business Administration or related field, or equivalent combination of education and related work experience. Minimum qualification also include seven years of increasingly responsible experience in any combination of public or private business, real estate or economic development. The position also requires the ability to obtain, and then maintain, within the first sixty days of employment, a valid New Mexico Class D driver’s license. Preferred qualifications include a Master’s Degree from an accredited college or university in Urban Planning, Economics, Public or Business Administration or related field, seven years of economic or community development experience, and designation as a Certified Economic Developer (CEcD).

Other required qualifications include the knowledge of advanced principles and practices of community development, including development, research, coordination and execution of strategies designed to create jobs, attract new businesses, retain and expand local businesses, revitalize commercial areas, facilitate real estate development projects and implement tourism attrac-

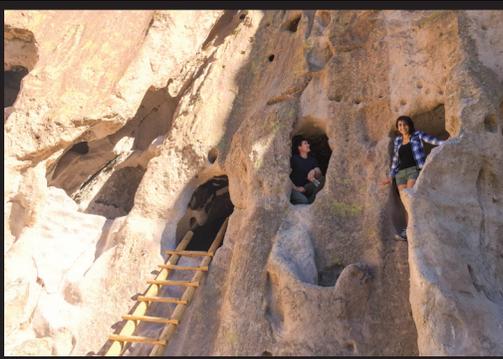


tion strategies The candidate must also have knowledge of budget management and fiscal control principles and procedures, of organizational and management practices as applied to the analysis and evaluation of programs, policies and operational needs, and an understanding of the fundamentals of supervision and the ability to coordinate and supervise staff and provide leadership and direction.

The ideal candidate will also have knowledge of applicable federal, state, and local laws, codes, ordinances, rules and regulations, and will show the ability to prepare and develop ordinances, codes, laws, rules, regulations, policies and procedures governing municipal operations and programs.

COMPENSATION & BENEFITS

- Salary range is \$90,539 to \$133,466 annually
~(Salary placement is based on qualifications and experience.)
- Annual Leave: 15-24 days per year
- Sick Leave: 12 days per year
- Holidays: 11 days per year (includes a Personal Holiday)
- Relocation reimbursement is negotiable
- Medical, Dental, Vision & Mandatory Life Insurance:
~80% paid for employee and dependents
~ Basic and AD&D Life Insurance policies of \$50,000 each
- Retiree Health Care Authority:
~ Employer contributes 2.00% of base salary (employee contributes 1.00%)
- Long Term Disability:
~ Benefit may pay 60% of base wages up to \$8,000 per month, if eligible
- Retirement:
~ PERA (Defined Benefit Plan): Employer contributes 9.8% of base wages (employee contributes 14.65%)
~ Los Alamos County Employee Pension Plan (Defined Contribution Plan): Employer contributes 9% of bases wages (employee contributes 1.0%)
~ Voluntary contributions to 457 plan (no employer contributions)





Applications and full position information can be found at:
www.losalamosnm.us or by calling 505-662-8040.

A Los Alamos County online job application with a cover letter is required. The application must be completed thoroughly in order to qualify. Resumes and cover letters will not be used to qualify applicants.

Los Alamos County Human Resources
1000 Central Avenue, Suite 230
Los Alamos, NM 87544

Applications are due by August 3, 2020.

For additional information, contact Rosabella Romero, 505-662-8341.

