



VILLAGE OF MAGDALENA
PO BOX 145, MAGDALENA, NM 87825
P. 575.854.2261 F. 575.854.2273
WWW.VILLAGEOFMAGDALENA.COM

AGENDA

NOTICE OF REGULAR MEETING OF THE VILLAGE OF MAGDALENA BOARD OF TRUSTEES
MONDAY, APRIL 24, 2023, AT 5:00 PM
VILLAGE HALL 108 N. MAIN STREET

PLEASE SILENCE ALL ELECTRONIC DEVICES

MEMBERS OF THE PUBLIC WHO WISH TO ATTEND AND LISTEN TO THE MEETING VIA ZOOM MAY DO SO AT THE FOLLOWING LINK:

<https://us02web.zoom.us/j/4861155997?pwd=V0V6SERBNVdGNDNPaE1ZdWp1N004UT09>

Meeting ID: 486 115 5997

Passcode: MAGDALENA

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1. CALL TO ORDER
 2. ROLL CALL
 3. PLEDGE OF ALLEGIANCE
 4. APPROVAL OF AGENDA
 5. APPROVAL OF MINUTES
 - a. REGULAR MEETING – APRIL 10, 2023
 6. APPROVAL OF CASH BALANCE REPORTS
 7. APPROVAL OF BILLS
 8. MAYOR'S REPORT
 9. CLERK'S REPORT
 10. DISCUSSION & POSSIBLE DECISION REGARDING APPROVAL OF RESOLUTION NO. 2023-08, POLICY REGARDING LODGERS TAX VENDOR AUDITS
 11. DISCUSSION & POSSIBLE DECISION REGARDING APPROVAL OF MUTUAL AID AGREEMENT BETWEEN ASSOCIATED UNIVERSITIES, INC., MANAGING THE NATIONAL RADIO ASTRONOMY OBSERVATORY (NRAO) VERY LARGE ARRAY (VLA), A FACILITY OF THE NATIONAL SCIENCE FOUNDATION, AND THE VILLAGE OF MAGDALENA INVOLVING FIRE AND EMS SERVICES
 12. DISCUSSION & POSSIBLE DECISION REGARDING APPROVAL OF PROCLAMATION 54TH ANNUAL PROFESSIONAL MUNICIPAL CLERKS WEEK APRIL 30 – MAY 6, 2023
 13. EXECUTIVE SESSION – THE FOLLOWING MATTERS WILL BE DISCUSSED IN CLOSED SESSION: MOTION & ROLL CALL VOTE TO GO INTO EXECUTIVE SESSION AND THAT, PURSUANT TO NEW MEXICO STATE STATUTES SECTION 10-15-1, ONLY THE FOLLOWING MATTER WILL BE DISCUSSED IN CLOSED SESSION:
 - a. CLERK/TREASURER

- MOTION & ROLL CALL VOTE TO RETURN TO REGULAR SESSION
- MOTION & ROLL CALL VOTE THAT MATTERS DISCUSSED IN CLOSED SESSION WERE LIMITED TO THOSE SPECIFIED IN MOTION FOR CLOSURE, AND THAT NO FINAL ACTION WAS TAKEN, AS PER NEW MEXICO STATUTES SECTION 10-15-1

14. DISCUSSION & POSSIBLE DECISION TO HIRE CLERK/TREASURER

15. DISCUSSION & POSSIBLE DECISION TO CREATE A COOK/SITE MANAGER POSITION FOR THE MAGDALENA SENIOR CENTER AND ADOPTING JOB DESCRIPTION

16. DISCUSSION & POSSIBLE DECISION REGARDING POSTING OF COOK/SITE MANAGER POSITION FOR MAGDALENA SENIOR CENTER

17. DISCUSSION & POSSIBLE DECISION TO CREATE AN ASSISTANT COOK/DRIVER POSITION FOR THE MAGDALENA SENIOR CENTER AND ADOPTING JOB DESCRIPTION

18. DISCUSSION & POSSIBLE DECISION REGARDING POSTING OF ASSISTANT COOK/DRIVER POSITION FOR THE MAGDALENA SENIOR CENTER

19. DISCUSSION & POSSIBLE DECISION REGARDING POSTING OF JOINT UTILITY WORKER POSITION

20. PUBLIC INPUT – 1 TOPIC PER PERSON - 3 MINUTE LIMIT

PUBLIC COMMENT MAY BE MADE IN PERSON OR VIA EMAIL (IF LESS THAN 3 MINUTES). EMAIL COMMENTS MAY BE MADE BY EMAILING COMMENTS TO: clerk@villageofmagdalena.com and/or mayor@villageofmagdalena.com THE DEADLINE FOR WRITTEN PUBLIC COMMENTS TO BE RECEIVED IS MONDAY, APRIL 24, 2023 AT 12:00 PM. EMAILED PUBLIC COMMENT MUST CONTAIN THE AUTHOR'S NAME AND PHYSICAL ADDRESS AND WILL BE ENTERED AND/OR READ INTO THE MEETING MINUTES

21. ADJOURNMENT

NOTE: THIS AGENDA IS SUBJECT TO REVISION UP TO 72 HOURS PRIOR TO THE SCHEDULED MEETING DATE AND TIME (NMSA 10-15-1 F). A COPY OF THE AGENDA MAY BE PICKED UP AT THE VILLAGE OFFICE, 108 N. MAIN STREET, MAGDALENA, NM 87825. PUBLIC DOCUMENTS, INCLUDING THE AGENDA AND MINUTES, CAN BE PROVIDED IN VARIOUS ACCESSIBLE FORMATS. PLEASE CONTACT THE VILLAGE CLERK/TREASURER IF A SUMMARY OR OTHER TYPE OF ACCESSIBLE FORMAT IS NEEDED. IF YOU ARE AN INDIVIDUAL WITH A DISABILITY WHO IS IN NEED OF A READER, AMPLIFIER, QUALIFIED SIGN LANGUAGE INTERPRETER OR ANY OTHER FORM OF AUXILIARY AID OR SERVICE TO ATTEND OR PARTICIPATE IN THE MEETING, PLEASE CONTACT THE VILLAGE CLERK AT 575-854-2261 AT LEAST ONE WEEK PRIOR TO THE MEETING OR AS SOON AS POSSIBLE.

DRAFT
MINUTES OF THE REGULAR MEETING OF THE VILLAGE OF MAGDALENA
BOARD OF TRUSTEES HELD
MONDAY, APRIL 10, 2023, AT 5:00 PM

**MEMBERS OF THE PUBLIC WHO WISH TO ATTEND AND LISTEN TO THE MEETING VIA ZOOM MAY DO SO
AT THE FOLLOWING LINK:**

<https://us02web.zoom.us/j/4861155997?pwd=VOV6SERBNVdGNDNPaE1ZdWp1N004UT09>

Meeting ID: 486 115 5997

Passcode: MAGDALENA

CALL TO ORDER: Mayor Pro-Tem James Nelson called the meeting to order at 5:00 p.m.

PRESENT: Mayor Pro-Tem James Nelson, Trustee Harvan Conrad, Trustee Clark Brown, Carleen Gomez–
Deputy Clerk and Attorney Kathy Stout

PARTICIPATING VIA ZOOM VIDEO CONFERENCE: Trustee Donna Dawson

ABSENT: Mayor Richard Rumpf

GUESTS: Collier Nelson - Assistant Clerk and Cricket Courtney

Clark Brown led the gallery in reciting the Pledge of Allegiance.

APPROVAL OF AGENDA: Due to no amendments being made to the agenda, Mayor Pro-Tem James Nelson approved the agenda as presented.

APPROVAL OF MINUTES: There were no amendments to the minutes that were presented for the regular meeting held on March 27, 2023. Mayor Pro-Tem James Nelson approved the minutes.

APPROVAL OF CASH BALANCE REPORT: Donna Dawson moved to approve the cash balance report and Harvan Conrad seconded the motion. The motion carried unanimously.

APPROVAL OF BILLS: Donna Dawson moved to approve the bill list with one additional bill and Harvan Conrad seconded the motion. The motion carried unanimously.

BILL LIST

Admin Office of the Courts		\$282.00
ABQ Publishing Co		\$1055.34
A-X Propane		\$297.74
BadgeandWallet.com		\$429.50
Blue to Gold, LLC		\$225.00
Central Region Educational		\$1010.15
IDVILLE		\$2870.53
Jacob Finch		\$2148.76
Mag Municipal Schools Auto		\$100.00
Merchants Automotive Group		\$372.80

NANCE, PATO & STOUT LLC		\$638.25
NM Judicial Education Center		\$141.00
PRI Management Group		\$259.00
Provelocity LLC		\$1581.00
Quick Meds Claims, LLC		\$490.60
Route 60 Trading Post		\$100.00
Sewer Equipment Co.		\$1248.64
UNM Medical Group, INC.		\$3600.00
Verizon Wireless		\$889.97
Waterway of NM, LLC		\$1654.33
WEX Bank		\$3172.58
WNM Communications		\$749.70
		Sub-Total: \$ 23,316.89
	ADDITIONAL BILL	
Hall Environment		\$264.60
		Total: \$23,581.49

MAYOR'S REPORT: Mayor Pro-Tem James Nelson stated that due to Mayor Rumpf being out of State there was no report at this time.

CLERK'S REPORT: Deputy Clerk Carleen Gomez stated that there was nothing to report at this meeting.

DEPARTMENT REPORTS:

- a. **EMS** – EMS Coordinator James Nelson reported that there were 8 EMS calls in March 2023.
- b. **FIRE** – James Nelson reported one structure fire and one brush fire for March 2023.
- c. **MARSHAL** – Marshal Michael Zamora submitted a report for the Mayor Pro-Tem and Trustees to review.
- d. **JUDGE** – No report was submitted.
- e. **PUBLIC WORKS** – Joint Utility Worker Ezekiel Gomez submitted a report for the Mayor Pro-Tem and Trustees to review.
- f. **LIBRARY** – Librarian Ivy Stover submitted a report for the Mayor Pro-Tem and Trustees to review.

BEASLEY, MITCHELL & CO., LLP – PRESENTATION AND DISCUSSION REGARDING APPROVAL OF FISCAL YEAR 2022 AUDIT: Mrs. Cheryl Dailey with Beasley, Mitchell & Company thanked everyone that was involved in the audit process for the July 1, 2021, through June 30, 2022, Fiscal Year. She stated that an unmodified opinion was received which is the best opinion that can be received. She stated that there were no current year findings. Mrs. Dailey added that the auditing of Lodger's Tax is a repeated finding. Donna Dawson stated that Francesca needs to be taken off the roster. Attorney Kathy Stout stated that we can investigate getting a written policy concerning Lodger's Tax Audits and implement it from there.

DISCUSSION & POSSIBLE DECISION REGARDING APPROVAL OF RESOLUTION NO. 2023-05, ACCEPTANCE AND APPROVAL OF THE FISCAL YEAR 2022 AUDIT: Donna Dawson moved to approve Resolution No. 2023-07, Acceptance and Approval of the Fiscal Year 2022 Audit and Harvan Conrad seconded the motion.

Mayor Pro-Tem James Nelson requested a Roll Call Vote:
James Nelson: Mayor Pro-Tem

Donna Dawson: Aye
Clark Brown: Aye
Harvan Conrad: Aye
The motion carried unanimously.

PUBLIC INPUT – 1 TOPIC PER PERSON - 3 MINUTE LIMIT OF PUBLIC COMMENT MAY BE MADE IN PERSON OR VIA EMAIL (IF LESS THAN 3 MINUTES). EMAIL COMMENTS MAY BE MADE BY EMAILING COMMENTS TO: clerk@villageofmagdalena.com and/or mayor@villageofmagdalena.com THE DEADLINE FOR WRITTEN PUBLIC COMMENTS TO BE RECEIVED IS MONDAY, APRIL 10, 2023 AT 12:00 PM. EMAILED PUBLIC COMMENT MUST CONTAIN THE AUTHOR'S NAME AND PHYSICAL ADDRESS AND WILL BE ENTERED AND/OR READ INTO THE MEETING MINUTES.

Cricket Courtney requested an update of the Magdalena Senior Center. Mayor Pro-Tem James Nelson stated that a contract was signed to operate the center. Cricket Courtney also asked if ARPA Funds could be used for the Senior Center? Deputy Clerk Carleen Gomez stated that she did not believe that ARPA Funds could be used for Senior Centers.

ADJOURNMENT: Mayor Pro-Tem James Nelson adjourned the meeting at 5:23pm.

Respectfully Submitted,

Carleen Gomez, CMC
Deputy Clerk

James Nelson
Mayor Pro-Tem

Minutes taken by:

Collier Nelson
Assistant Clerk



RESOLUTION № 2023-08

POLICY REGARDING LODGERS TAX VENDOR AUDITS

WHEREAS, the Village of Magdalena Board of Trustees met upon notice of a duly published meeting at 5:00 P.M. on April 24, 2023 at Village Hall, 108 N. Main Street, Magdalena, New Mexico as required by law; and,

WHEREAS, Section 10 of Village Ordinance (Lodgers Tax) 2020-01 requires audit of vendors; and,

WHEREAS, in order that the audit process be consistent and fair, the Board of Trustees for the Village of Magdalena opt for a procedure to accomplish the requirements set out in Section 10 of the Ordinance.

NOW, THEREFORE, BE IT RESOLVED, by the Board of Trustees that:

1. Required audits may be conducted by the Village Clerk/Treasurer or any other designee made by the Board of Trustees.
2. Each July the Village Clerk/Treasurer, in the presence of one Trustee, shall use a computer program to randomly choose one vendor who will be subject to audit.
3. The vendor selected shall be given not less that twenty-one (21) calendar days' notice of the audit.
4. The audit shall include, at a minimum, inspection of records the vendor is required to maintain pursuant to Section 7 of Ordinance 2020-01.
5. The audit shall verify full payment of occupancy tax receipts by:
 - a. Going into the facility and be able to separate restaurant receipts from lodging receipts.
 - b. Compare reported Lodgers' Tax receipts to tax returns filed with IRS and TRD.
 - c. Determine guests over and under a 30-day stay.

APPROVED, ADOPTED, AND PASSED on this 24th day of April 2023.

Richard Rumpf, Mayor

Attest:

Carleen Gomez
Deputy Clerk



**MUTUAL AID AGREEMENT
BETWEEN ASSOCIATED UNIVERSITIES, INC., MANAGING THE NATIONAL
RADIO ASTRONOMY OBSERVATORY (NRAO) VERY LARGE ARRAY (VLA), A
FACILITY OF THE NATIONAL SCIENCE FOUNDATION, AND THE VILLAGE OF
MAGDALENA INVOLVING FIRE AND EMS
SERVICES**

This Mutual Aid Agreement (hereinafter referred to as “Agreement”) is entered into by and between the Village of Magdalena, New Mexico, and the NRAO (collectively referred to as “the Parties” and is effective upon the last signature hereto.

WHEREAS, mutual aid agreements are authorized by NMSA 1978, 59A-53-5.3(B), and, in the past, the Parties have provided mutual assistance to each other in extinguishing fires and preserving life and property in their respective jurisdictions and such mutual assistance has been found to be beneficial to both Parties; and,

WHEREAS, NRAO-VLA has a Fire/Emergency Medical Services (EMS) able to provide aid to the Village of Magdalena Fire/EMS Department and vice versa; and,

WHEREAS, the Village of Magdalena Board of Trustees is authorized to enter into this Agreement on behalf of the Village of Magdalena Fire/EMS Department; and,

WHEREAS, the signatory below is authorized to enter into this agreement on behalf of NRAO-VLA.

THEREFORE, the parties mutually agree as follows:

1. Subject to the availability of personnel and equipment, the NRAO-VLA service and the Village of Magdalena shall render Mutual Aid to each other in emergency responses and preserving life and property, outside their geographic area and responsibility, to one another when the emergency exceeds the emergency response capacity and capabilities of the primary responding agency. Such assistance shall be the consideration for this Agreement.
2. Neither party is obligated to respond to support the other party or to provide equipment if the responding party has priorities within their area and may not respond if response would create a situation wherein the geographic area of responsibility of the responding party is left without support or is vulnerable to an emergency crisis of its own.

3. Neither party to this Agreement shall be entitled to any reimbursement or compensation for all or any part of the costs incurred by such party in furnishing Mutual Aid in emergency responses and preserving life and property, except as negotiated by the parties for assignments or courses in advance of the performance of such services, and which shall be submitted by addendum in accordance with paragraph 12.
4. Any service performed in accordance with this Agreement by any officer, employee, or volunteer of either party shall constitute service rendered in the line of duty in such office or volunteer service.
5. The parties each agree to use best efforts to protect the other's equipment and personnel, furnished pursuant to this Agreement, during periods of civil disturbance. In the event such protection is deemed inadequate by either Fire Chief or equivalent, either party may refuse to provide equipment and personnel until the situation is remedied, even though said equipment and personnel may have been previously committed.
6. During all responses, both parties will follow the National Incident Management System. Each party will follow the requesting party's usual procedures to ensure that a chain of evidence is maintained. Notwithstanding any provisions herein, the officer in charge of the responding organization may withdraw at any time he/she deems circumstances are such that his/her personnel or equipment are subjected to unnecessary risk or danger, or when his/her personnel or equipment are asked to return to their own jurisdiction as may be required.
7. Any dispatch of equipment and personnel in Mutual Aid pursuant to this Agreement is subject to the following conditions:
 - a. A request for Mutual Aid hereunder shall be made by a chief officer level of each of the departments and include a statement of the amount and type of equipment and number of personnel requested and shall specifically state the location to which the equipment and personnel are to be dispatched. However, the amount and type of equipment and the number of personnel to be furnished, if any, shall be determined by a representative of the responding organization.
 - b. The responding organization shall report to the officer in charge of the requesting organization at the location to which the equipment and personnel are dispatched. Thereafter, orders shall follow under a National Incident Management System.
 - c. A responding organization shall be released by the requesting organization when the services of the responding organization are no longer required or when the responding organization is needed within the area for which it normally provides fire protection.
 - d. Upon release from the incident, the officer in charge from the responding organization will properly document that organization's role regarding the incident and forward this documentation to the requesting party in a timely manner.
8. As between the parties, each party will be solely responsible for liability arising from personnel injury or damage to a person's property occasioned by its employees, volunteers, or agents. The liability of the parties shall be subject in all cases to the

immunities and limitations of the Tort Claims Act, Section 41-4-1 et seq., NMSA 1978, and any amendments thereto.

9. Neither party's employees, volunteers, or agents will be considered employees, volunteers, or agents of the other party for any purpose, including, but not limited to, worker's compensation, insurance, nor any other benefits afforded to employees of the other party. Personnel will not receive any compensation from the other for their participation under this Agreement. Neither party has any express or implied authority to assume or create any obligation or responsibility on behalf of or in the name of the other party.
10. This Agreement is effective upon the date of signing of the last party hereto and shall continue in force for a period of five (5) years thereafter, unless sooner terminated by either party upon thirty (30) days prior written notice to the other.
11. This Agreement supersedes all previous contracts between the parties for Mutual Aid in Fire Protection or EMS Services and may not be amended except by a written instrument executed by the parties hereto.
12. Any request for service or other action not specifically covered under this Agreement must be by a written addendum negotiated by the parties and signed by the NRAO-VLA and the Mayor of the Village of Magdalena.

IN WITNESS WHEREOF, the parties have executed this Agreement as of the dates below.

VILLAGE OF MAGDALENA:

APPROVED, ADOPTED, AND PASSED on this ____ day of _____ 2023.

Richard Rumpf, Mayor

Attested:

Carleen Gomez, Deputy Clerk

Associated Universities, Inc. managing the National Radio Astronomy Observatory Very Large Array Facility, a facility of the National Science Foundation:

Name: Richard Sakshaug
Title: Contracts and Procurement Manager

Date: _____

Proclamation

54th ANNUAL PROFESSIONAL MUNICIPAL CLERKS WEEK
April 30 - May 6, 2023

Whereas, The Office of the Professional Municipal Clerk, a time honored and vital part of local government exists throughout the world, and

Whereas, The Office of the Professional Municipal Clerk is the oldest among public servants, and

Whereas, The Office of the Professional Municipal Clerk provides the professional link between the citizens, the local governing bodies and agencies of government at other levels, and

Whereas, Professional Municipal Clerks have pledged to be ever mindful of their neutrality and impartiality, rendering equal service to all.

Whereas, The Professional Municipal Clerk serves as the information center on functions of local government and community.

Whereas, Professional Municipal Clerks continually strive to improve the administration of the affairs of the Office of the Professional Municipal Clerk through participation in education programs, seminars, workshops and the annual meetings of their state, provincial, county and international professional organizations.

Whereas, It is most appropriate that we recognize the accomplishments of the Office of the Professional Municipal Clerk.

Now, Therefore, I, Richard Rumpf, Mayor of the Village of Magdalena, do recognize the week of April 30 through May 6, 2023, as Professional Municipal Clerks Week, and further extend appreciation to our Professional Municipal Clerk, and to all Professional Municipal Clerks for the vital services they perform and their exemplary dedication to the communities they represent.

Dated this 24th day of March, 2023

Mayor: _____

Attest: _____

5.06 COOK

F-1 The Cook works under the direct supervision of the Site Manager and prepares all meals served at the center. Meals will be prepared using approved recipes and using approved and correct equipment to ensure the food is prepared according to AAA and EID standards. The Cook will manage the kitchen area and ensure that the meals are prepared in time to meet the delivery times and meal serving times at each center.

F-2 The cook positions require clothing that is safe and meets all EID and CCSC, Inc. standards. CCSC, Inc. standards require no open toed shoes or clogs, no clothing with excessive material that may become caught in equipment, shorts must be knee length or longer, no halter tops, no cleavage revealing tops, no jewelry, and no items that could pose a potentially dangerous situation. EID standards refer to EID handbook Article 7.6.2.9H.

F-3 The cook works with the ~~Program Manager, Site Manager or Assistant Site Manager~~ to plan menus that comply with the SAOA/AAA.

F-4 ~~The cook coordinates with the Program Manager and Site Manager to compile a weekly food order.~~

F-5 The cook keeps track of incoming and outgoing food and supply inventory. The Program Manager is directly responsible for the perpetual inventory reporting; however, the cooks along with the Assistant Site Manager are responsible for the daily perpetual inventory.

F-6 The cook ensures all logs, sign in/sign out sheets are properly maintained.

F-7 The cook works with the Program Manager and Site Manager to ensure emergency food inventories are maintained at each site.

F-8 The cook is responsible for placing inventory in proper locations when shipments arrive. This may require the lifting or moving of objects greater than 30 lbs. Cooks must be physically able to safely perform this duty.

F-9 **KITCHEN MANAGEMENT** – The cook:

F-9a Prepares a variety of foods including the use of various meats, vegetables, gravies, baked goods, etc.;

F-9b Properly uses and cares for all kitchen equipment;

F-9c Correctly follows written directions of menus, recipes, and preparation instructions on food packages;

F-9d Serves food that is appealing, both visibly and nutritionally;

F-9e Meets NM EID and local safety standards in the care of food products and knows the correct standards for the handling of both raw and cooked foods;

F-9f Practices proper sanitation and safety procedures while keeping all work areas clean;

F-9g Practices good team work with other cooks, employees and volunteers and uses good customer service skills in representing the Center;

F-9h Has a neat, clean appearance and follows the prescribed Dress Code Policy;

F-9i Uses the appropriate portions when serving meals and assures that minimum Dietary Reference Intakes (DRI) are met;

F-9j Alternates with the other cook(s) and/or kitchen help in sweeping and mopping the kitchen area as well as washing all pots, pans and service utensils; and

F-9k Attends all nutrition and food training that may become available.

F-10 RESPONSIBILITIES

F-10a The cook does what is required to ensure the center operates smoothly and efficiently including occasionally substituting in another position after proper training and procedures have been given. Some positions may involve the lifting or moving of objects in excess of 30 lbs.

F-10b Cooks must have a valid driver's license and successfully pass an approved defensive driving course in the event it is necessary to drive a company vehicle for training or delivery of home meals.

F-10c The cook understands that the release of confidential corporate information in any form without expressed written or oral approval will result in immediate discharge.

5.04 SITE MANAGER

D-1 The Site Manager (Manager) is directly responsible to the Executive Director. The Manager is responsible for opening the center and maintaining the scheduled hours of operation. The Manager organizes all activities/programs ~~at the centers operated by Colfax County Senior Citizens, Inc. (CCSC, Inc.).~~ These activities include education, leisure, nutrition services, homemaker, chore and social services, i.e. information and referral, outreach, transportation, escort, as well as community help programs and fundraisers. The Site Manager shall be responsible for personnel management of staff and volunteers and shall work with the local Advisory Council.

D-2 **QUALIFICATIONS** – The Site Manager must be able to:

D-2a Encourage their staff to work as part of a team;

D-2b Utilize staff development to create a harmonious atmosphere for senior center participants;

D-2c Document and resolve conflicts within the center;

D-2d Develop positive relationships with clients, staff, and volunteers; and

D-2e Communicate effectively in both written and oral form.

D-2f It is preferred that the Site Manager have an educational background and/or past experience in administration, i.e., personnel management, business management, a directorship or assistant directorship, etc. Must be proficient in the use of Microsoft Office products.

D-2g Site Manager must have a valid driver's license and successfully pass an approved defensive driving course.

D-2h Site Manager must be able to obtain proper certification as it relates to Food Preparation and Quality Assurances through the State Environment and Health Department. Testing and training costs will be procured through the corporation.

D-3 **RESPONSIBILITIES** – The Site Manager is responsible for:

D-3a Coordinating and scheduling staff and activities so that all programs function together;

D-3b Facilitating good public relations and awareness through local contacts with news media, outreach workers, government agencies and other local groups and organizations;

D-3c Organizing special recreational, social and fundraising activities;

D-3d Enrolling qualified seniors and providing a complete orientation to all programs offered through CCSC, Inc. and any referral, outreach and counseling services to the elderly and their families;

D-3e Attending all required training sessions sponsored by ~~CCSC, Inc.~~ or any other approved agency;

D-3f Implementing new policies and/or procedures as a result of any training as well as providing staff with in-service training as needed;

D-3g Maintaining confidentiality of all participant information, including properly securing written and electronic records;

D-3h Assuring only authorized ~~CCSC, Inc.~~ employees are allowed access to, and use of, any electronic data devices that may contain confidential information;

D-3i Scheduling staff meetings on a regular basis as well as evaluating employees as required by policy;

D-3j Reporting and documenting the minutes and financial reports of their respective Advisory Council meetings for the Executive Director;

D-3k Being well versed in all Center ~~and CCSC, Inc.~~ positions and being able to step into any of these positions as a substitute when need arises. The performance of some of these duties may require the lifting or moving of objects greater than 30 lbs.; and

D-3l Handling all conflicts at the Center whether personnel or senior clients in a professional and effective manner.

D-4 **ACCOUNTABILITY**

D-4a All Site Manager are accountable to the ~~Executive Director for weekly, monthly, and quarterly~~ reports documenting all nutrition and social services offered. The Manager is also accountable to the Director for equipment and must advise the Director of any repairs needed. Site Manager are held accountable to the Executive Director for training and evaluating staff. Site Manager will work with the local Advisory Council with regard to policies, expenditure of funds, maintaining a congenial atmosphere at the center, programming, etc. as long as they do not conflict with current CCSC, Inc. policies.

D-4b Site Manager are accountable for every action at their respective center and are therefore held to a higher standard when it comes to the operation of their facility. Prejudice and discrimination will not be tolerated in any form by any employee ~~of CCSC, Inc.~~ and it is the responsibility of the Site Manager to ensure all clients and personnel are treated with respect and dignity.



Village of Magdalena
P.O. Box 145
Magdalena, NM 87825
(575)854-2261

www.villageofmagdalena.com

Joint Utility Worker

The Village of Magdalena is accepting applications for a Full-Time Joint Utility Worker. Salary range is dependent on qualifications. Qualifications include: A high school diploma or GED and possession of a valid commercial driver's license (Class B). Applicants must be willing to attend training and obtain a Level I Water Systems and Waste Water Systems Certification within 14 months of employment or possess Level I Water Systems and Waste Water Systems Certification. Applicants must also be able to lift 50-75 pounds. Job applications may be obtained by calling the Clerk's Office at (575)854-2261 or on the Village's website under Job Opportunities <https://www.villageofmagdalena.com/job-opportunities.html> , or by coming into the Clerk's Office at Village Hall. Please submit applications in person, via email to clerk@villageofmagdalena.com , by fax to (575)854-2273 or by mail to: Village of Magdalena P.O. Box 145, Magdalena, NM 87825. Applications will be accepted until December 16, 2022.

The Village of Magdalena is an Equal Opportunity Employer

Posted: 4/26/2023