



Small Community • Big Possibilities



ADMINISTRATION DEPARTMENT

Internal/External Position Opening: Senior Economic Developer

The Village of Los Lunas, Human Resources Department, is currently accepting applications for the following position:

Position Title	Senior Economic Developer
Department/Division	Community Development
Reports to	Community Development Director
FLSA Classification	Exempt
Position Classification	Regular Full Time
Posting Dates	September 24, 2020 through October 30, 2020

Position Summary:

The Senior Economic Developer works to strengthen and promote the Village’s economic development capacity, by networking with the local business community, promoting commercial sites to developers and investors, and working with housing developers on both affordable and market rate housing projects. The Senior Economic Developer also researches, applies for and manages grants that help to further the Village’s economic development goals. This position is ideal for an outgoing, energetic person, as the Senior Economic Developer is often in constant contact with members of the public, the local business community, investors, media representatives, and elected officials.

Pay Grade/Rate of Pay:

Pay Grade: O
Salary Range: \$56, 284.00 to \$72, 384.00

Minimum Qualifications:

Bachelor’s Degree, required
Economics, Business or Public Administration, Urban Planning, or related field
Master’s degree preferred, economic development training preferred.
4 years’ minimum experience in an office setting, required
2 years of which must be direct experience in economic development.

Physical Demands: *The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the employee occasionally carries/lifts 10-40 pounds; rarely carries/lifts more than 40 pounds; frequently sits; frequently stands, walks, and climbs; occasionally squats, crouches, kneels, and bends; occasionally pushes, pulls, and reaches above shoulder.

CHARLES GRIEGO
MAYOR

GINO ROMERO
COUNCILMAN

PHILLIP JARAMILLO
COUNCILMAN

CRUZ MUÑOZ
COUNCILMAN

CHRISTOPHER S. ORTIZ
COUNCILMAN

GREGORY D. MARTIN
VILLAGE ADMINISTRATOR



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Working Conditions: *The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the employee frequently works in an Indoor/ Office work environment; rarely works around a noise level greater than 85dB; is rarely exposed to extreme hot/cold temperatures (greater than 90 degrees/less than 40degrees); rarely works outdoors, in outdoor weather conditions; rarely exposed to hazardous fumes or odors/toxic chemicals; rarely exposed to confined spaces (as identified by OSHA); rarely in close proximity to moving machinery/equipment; rarely exposed to bodily fluids/communicable diseases; rarely working alongside moving traffic on roads; rarely exposed to electrical hazards.

Union Covered:

This position is non-union covered.

How to apply:

Email to: jaramillon@loslunasnm.gov

Hand Deliver to: Village of Los Lunas Front Receptionist or Human Resources Department
660 Main Street NW Los Lunas, New Mexico 87031
Monday – Friday
8:00 a.m. – 5:00 p.m.

Mail to: Village of Los Lunas Attn: Human Resources
P.O. Box 1209 Los Lunas, New Mexico 87031

For questions about this posting, you may contact Nadine L. Jaramillo at 505-352-7673 or jaramillon@loslunasnm.gov.

Village of Los Lunas Disclaimer:

The above statements describe the general nature, level and type of work performed by the incumbent(s) assigned to this classification. They are not intended to be an exhaustive list of all responsibilities, demands and skills required of personnel so classified.

All applicants are considered, for employment, on the basis of their ability to perform the job without regard to individual race, religion, color, sex, age, national origin, disability, marital or veteran status, or any other protected status.

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