

City of Ruidoso Downs

Application Requirements

The City of Ruidoso Downs appreciates your interest in a position with our City. Please take a few minutes to read the following requirements of our application process.

1. Please fill out the application completely including your signature and driver's license number.
2. The job description must be signed and returned with the application.
3. You may attach a personal resume, or other information for consideration, however the City application must be completed and turned into Personnel to be considered for any positions available.

All applications for positions of Law Enforcement Officer, Law Enforcement Communication Operator, or other Public Safety Position with the City of Ruidoso Downs must provide a complete Personal History Statement, Personal Integrity Questionnaire, Disclosure Affidavit, Authorization to Release Personal Information along with three letters of reference and the City application to be considered.

The City of Ruidoso Downs appreciates your application and should you require any assistance or need answers to your questions, please do not hesitate to contact the Personnel Department at 575-378-4422, Monday through Friday, 8 a.m. to 5 p.m., 123 Downs Drive, Ruidoso Downs, New Mexico 88346.



Application for Employment

PLEASE PRINT

Equal access to programs, services and employment is available to all persons. Those applications requiring reasonable accommodation to the application and/or interview process should notify a representative of the Human Resources Department.

Position applied for _____ Date of application ____/____/____

Referral Source Advertisement Employee Relative Government Employment Agency
 Walk-in Private Employment Agency Other _____

Name _____
LAST FIRST MIDDLE

Address _____
STREET CITY STATE ZIP CODE

Telephone # (____) _____ Cell # (____) _____ E-mail Address _____

Driver's license number _____ State _____

If you are under 18 and it is required, can you furnish a work permit? Yes No

If no, please explain _____

Have you submitted an application here before? Yes No

If yes, give date(s) and position(s) _____ / ____/____

Have you ever been employed here before? Yes No

If yes, give date(s) and position(s) _____ / ____/____

Are you legally eligible for employment in this country? Yes No

Date available for work ____/____/____ What is your desired salary range? \$ _____

Type of employment desired Full-Time Part-Time Temporary Seasonal Educational Co-Op

Will you relocate if job requires it? Yes No Will you travel if job requires it? Yes No

Are you able to meet the attendance requirements of the position? Yes No

Will you work overtime if required? Yes No

If no, please explain _____

Employment History

Provide the following information of your past and current employers, assignments or volunteer activities, starting with the most recent (use additional sheets if necessary.) Explain any gaps in employment in comments section below.

EMPLOYER		DATES EMPLOYED		SUMMARIZE TYPE OF WORK PERFORMED AND JOB RESPONSIBILITY
TELEPHONE # ()		FROM	TO	
ADDRESS				
STARTING JOB TITLE/FINAL JOB TITLE		HOURLY RATE/SALARY STARTING		
IMMEDIATE SUPERVISOR AND TITLE		\$	PER	
REASON FOR LEAVING		HOURLY RATE/SALARY FINAL		
		\$	PER	
MAY WE CONTACT FOR REFERENCE? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Later				
EMPLOYER		DATES EMPLOYED		
TELEPHONE # ()		FROM	TO	
ADDRESS				
STARTING JOB TITLE/FINAL JOB TITLE		HOURLY RATE/SALARY STARTING		
IMMEDIATE SUPERVISOR AND TITLE		\$	PER	
REASON FOR LEAVING		HOURLY RATE/SALARY FINAL		
		\$	PER	
MAY WE CONTACT FOR REFERENCE? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Later				
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		\$	PER	
MAY WE CONTACT FOR REFERENCE? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Later				
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ADDRESS				
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IMMEDIATE SUPERVISOR AND TITLE		\$	PER	
REASON FOR LEAVING		HOURLY RATE/SALARY FINAL		
		\$	PER	
MAY WE CONTACT FOR REFERENCE? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Later				

Comments INCLUDING EXPLANATION OF ANY GAPS IN EMPLOYMENT

Skills and Qualifications

Summarize any special training, skills, licenses and/or certificates that may qualify you as being able to perform job-related functions in the position for which you are applying.

Educational Background

A. List last three (3) schools attended starting with most recent. B. List number of years completed. C. Indicate degree or diploma earned, if any. D. Grade Point Average or Class Rank E. Major field of study. F. Minor field of study (if applicable.)

A. SCHOOL	B. NUMBER OF YEARS COMPLETED	C. DEGREE DIPLOMA	D. GPA CLASS RANK	E. MAJOR	F. MINOR

References

List name and telephone number of three business/work references who are *not* related to you and are *not* previous supervisors. If not applicable, list three school or personal references who are not related to you.

NAME	TELEPHONE	NUMBER OF YEARS KNOWN

Additional Information

List professional, trade, business or civic associations and any offices held.

EXCLUDE MEMBERSHIPS THAT WOULD REVEAL RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN, CITIZENSHIP, AGE, MENTAL OR PHYSICAL DISABILITIES, VETERAN/RESERVE, NATIONAL GUARD OR ANY OTHER SIMILARLY PROTECTED STATUS.

ORGANIZATION	OFFICES HELD

List special accomplishments, publications, awards, etc.

EXCLUDE MEMBERSHIPS THAT WOULD REVEAL RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN, CITIZENSHIP, AGE, MENTAL OR PHYSICAL DISABILITIES, VETERAN/RESERVE, NATIONAL GUARD OR ANY OTHER SIMILARLY PROTECTED STATUS.

List any additional information you would like us to consider.

Applicant Statement

I certify that all information I have provided in order to apply for and secure work with the employer is true, complete and correct.

I understand that any information provided by me that is found to be false, incomplete or misrepresented in any respect, will be sufficient cause to (i) cancel further consideration of this application, or (ii) immediately discharge me from the employer’s service, whenever it is discovered.

I expressly authorize, without reservation, the employer, its representatives, employees or agents to contact and obtain information from all references (personal and professional), employers, public agencies, licensing authorities and educational institutions and to otherwise verify the accuracy of all information provided by me in this application, resume or job interview. I hereby waive any and all rights and claims I may have regarding the employer, its agents, employees or representatives, for seeking, gathering and using such information in the employment process and all other persons, corporations or organizations for furnishing such information about me.

I understand that the employer does not unlawfully discriminate in employment and no question on this application is used for the purpose of limiting or excusing any applicant from consideration for employment on a basis prohibited by applicable local, state or federal law.

I understand that this application remains current for only 30 days. At the conclusion of that time, if I have not heard from the employer and still wish to be considered for employment, it will be necessary to reapply and fill out a new application.

If I am hired, I understand that I am free to resign at any time, with or without cause and without prior notice, and the employer reserves the same right to terminate my employment at any time, with or without cause and without prior notice, except as may be required by law. This application does not constitute an agreement or contract for employment for any specified period or definite duration. I understand that no supervisor or representative of the employer is authorized to make any assurances to the contrary and that no implied oral or written agreements contrary to the foregoing express language are valid unless they are in writing and signed by the Mayor.

I also understand that if I am hired, I will be required to provide proof of identity and legal authority to work in the United States and that federal immigration laws require me to complete an I-9 Form in this regard.

DO NOT SIGN UNTIL YOU HAVE READ THE ABOVE APPLICANT STATEMENT.

I certify that I have read, fully understand and accept all terms of the foregoing Applicant Statement.

Signature of Applicant _____ Date ____/____/____

**CITY OF RUIDOSO DOWNS
P. O. BOX 348
123 DOWNS DRIVE
RUIDOSO DOWNS, NM 88346**

AN EQUAL OPPORTUNITY EMPLOYER

City of Ruidoso Downs

Administrative Assistant/GIS Technician

Revised November 18, 2005
Revised October 25, 2006
Revised February 1, 2010
Revised October 10, 2017
Revised February 8, 2021
Revised September 27, 2021

Reports To: Planning and Zoning Services Director

Definition: Under general supervision, performs a wide variety of duties including the issuance of paperwork for building permits, animal licenses and Planning and Zoning requests. Provides routine clerical staff support for the Planning & Zoning, Licensing and Permitting functions for the City of Ruidoso Downs. Non-Exempt FLSA. The GIS Technician will be responsible for making maps, customized Geographic Information Systems (GIS) applications and manipulating data to serve a variety of purposes. They will read and interpret maps, manipulate and understand digital land data and manage data entered into a GIS database.

Essential Functions: Essential functions, as defined under the Americans with Disabilities Act, may include the following tasks, knowledge, skills, and other characteristics. This list of tasks is ILLUSTRATIVE ONLY, and is not a comprehensive listing of all functions and tasks performed by positions in this class.

Tasks: Receives applications for various building permits, sign permits and Planning and Zoning requests. Reviews applications, collects fees, issues receipts, and forwards to appropriate staff for review. Enters into computer system, and tracts all approved permits. Schedules inspections for business licenses and home occupation licenses for the City. Maintains computer and manual records of all licenses, permits, and floodplain permits issued by the Department.

Answers the telephone for the department and greets visitors. Receives requests for information and forwards complaints concerning, building permits, code enforcement zoning questions, and business licenses to appropriate personnel. Provides information, distributes permit applications and assists applicants with their completion.

Performs general secretarial duties for the Planning, and Zoning Services Director. Drafts letters and notices, constructs forms, and prepares documents. Assists the Planning and Zoning Committee by preparing and distributing agendas and packets for appropriate related committee meetings. Attends meetings and records proceedings when needed. Prepares minutes for the Planning and Zoning Committee.

Uses spreadsheet to prepare monthly and yearly activity reports for management and state and federal agencies. Prepares reports on permits issued for New Mexico Construction Industries Division. Provides permit information to the County Assessor's Office.

Design or prepare graphic representations of GIS data, using GIS hardware or software applications. Convert data collected from field operations into GIS database with proper and accurate spatial location. Interpret aerial photography or imagery. Analyze GIS data to identify spatial relationships and/or display results of analyses, using maps, graphs, or tabular data. Enter data into GIS databases, using techniques such as coordinate geometry, keyboard entry of tabular data, manual digitizing of maps, scanning or automatic conversion to vectors, or conversion of other sources of digital data. Maintain or modify existing GIS databases.

Perform complex drafting work under minimum supervision. Review existing or incoming data for currency, accuracy, usefulness, quality, or completeness of documentation. Assure consistency with City-wide standards and practices for data conversion, data maintenance and upgrades. Provide technical support within the City to users regarding the maintenance, development, or operation of GIS databases, equipment, or applications. Give continuing and meticulous attention to detail.

Issues or certifies business registrations and temporary vendor licenses; insuring proper receipt, completion and submission of all related reports, forms or notices in a timely manner.

Maintains accurate and complete records relating to short term rentals.

Performs other related duties as needed or assigned.

Working Conditions: Office environment. Travel within and out of City limits. Shall attend all Planning and Zoning meetings, and if requested, City Council meetings.

Knowledge, Skills, and Other Characteristics:

Knowledge of building permit policies and procedures.

Knowledge of basic office procedures and practices, record keeping, filing, business grammar and English.

Knowledge of organizational rules and procedures relating to cash handling and deposits.

Knowledge of personal computers including word processing, spreadsheet and data base applications.

Skill in transcribing minutes from recordings.

Skill in working on computer, including Excel, Microsoft Word and other word processing functions, ARC GIS, Collector, Terraflex, and GeoTrimble unit.

Skill in understanding and following regulations, policies, procedures and guidelines.

Skill in utilizing standard office equipment including personal computers, copy machines, fax machines, postage machine, and telephones.

Skill in establishing and maintaining routine working relationships with citizens, public officials, businesses and employees.

Ability to obtain and maintain the GIS Certification within one year from date of hire.

Other Qualifications: High school education and one (1) year secretarial experience. English and Spanish speaking preferred.

May be required to complete a typing exam.

Must have a valid New Mexico Driver's License.

30 hours of completed college work GIS related and or online training with certificate of completion

One year of experience in GIS database/mapping

Ability to collect, analyze and summarize GIS data

Ability to georeferenced/geocode data

Basic knowledge of cartographic design

Office Environment/Physical Requirements

Requires sitting, standing, walking

Occasional lifting/moving up to 25 pounds, pushing, pulling, climbing

Occasional squatting or bending required

Travel Requirements

Limited travel for out of City meetings, classes, seminars, or workshops.

This job description is subject to change as the needs of the City of Ruidoso Downs and Department change or the requirements of this position change.

EMPLOYEE DECLARATION

I have reviewed and understand the job function of this position and state that I can perform these functions without accommodation: _____Yes _____No

If an accommodation is needed, please describe below the reasonable accommodation required for you to perform these job functions.

Employee Signature

Date

Note: Employees must sign the job description on the front page, the last page and initial all pages in-between.