



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

### **AGENDA**

**NOTICE OF SPECIAL MEETING OF THE VILLAGE OF MAGDALENA BOARD OF TRUSTEES  
FRIDAY, JANUARY 17, 2020  
VILLAGE HALL 108 N. MAIN STREET 9:00 AM**

1. CALL TO ORDER
2. ROLL CALL
3. PLEDGE OF ALLEGIANCE
4. APPROVAL OF AGENDA
5. EXECUTIVE SESSION - THE FOLLOWING MATTER 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
6. DISCUSSION & POSSIBLE DECISION CONCERNING POSTING THE CLERK/TREASURER POSITION
7. PUBLIC INPUT - 1 TOPIC PER PERSON – 3 MINUTE LIMIT
8. 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 8725. 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.*



## **Position Vacancy Announcement**

### **Clerk/Treasurer**

The Village of Magdalena is seeking a Clerk/Treasurer to perform a variety of administrative duties needed to expedite the delivery of services and manage the day to day operations of the Village. This position is appointed and supervised by the Mayor and approved by the Village Council of Trustees.

#### **QUALIFICATIONS:**

1. A degree in accounting, finance, business administration or related field and two to three (2-3) years of related experience or an equivalent combination of education and experience.
2. Working knowledge of word processing, spreadsheets, and database software.
3. Working knowledge of fund accounting
4. Must be willing to complete training and obtain Certified Municipal Clerk license within 3 years.
5. Must be willing to attain Chief Procurement Certification within 1 year.
6. Must have good communication skills to work with the public, trustees, state/federal agencies and disgruntled customers.

#### **ADDITIONAL PREFERENCES:**

Possession of Master Municipal Clerk License

Possession of Certified Municipal Clerk License

Possession of Chief Procurement Officer Certification

Salary range is \$34,986 to \$46,288 commensurate with experience and licensing/certification.

An application and full position description is available upon request.

#### **Contact:**

Village of Magdalena

P.O. Box 145

108 N. Main Street

Magdalena, NM 87825

By phone: (575) 854-2261 or via email: [mayor@villageofmagdalena.com](mailto:mayor@villageofmagdalena.com)