NEW MEXICO JUDICIAL BRANCH

AOC COURT EDUCATION INSTITUTE DIVISION DIRECTOR
(At-Will)

TARGET SALARY: $106,527-$213,054 annually, or $51.215-$102.430 hourly depending upon experience (pay range PP)
LOCATION: Varies, statewide locations
FLSA STATUS: Exempt
JOB CODE: 1101JB
BENEFITS: Competitive benefits package offered

ADMINISTRATIVE OFFICE OF THE COURTS (AOC)

The Administrative Office of the Courts exists to enable the courts of New Mexico to accomplish their mission through:

- Ensuring that the courts have adequate, equitably distributed resources.
- Ensuring that the courts have and use current technology.
- Providing a fair and equitable statewide human resources system.
- Developing and implementing improved court processes and supporting courts in their use.
- Collecting and providing information on and for the courts.
- Ensuring sound financial, budgeting and procurement practices in the management of court resources.
- Maintaining liaison with the legislative and executive branches of state government.

GENERAL STATEMENT OF DUTIES

Direct the operations of the Administrative Office of the Courts (AOC) Court Education Institute Division for the New Mexico Judicial Branch. Supervision is received from the AOC Director and the Supreme Court Chief Justice.

EXAMPLES OF JOB DUTIES

- **The AOC Court Education Institute Division Director** is responsible for developing and delivering statewide educational programs for judicial officers and employees.
- Serve as a member of the AOC executive management team.
- Provide leadership in the development and delivery of foundational as well as relevant and innovative education programs for judicial officers and employees of the New Mexico Judicial Branch.
- Establish division priorities and plans to accomplish those priorities established by the various education committees and consistent with the needs of judicial officers and employees statewide.
- Establish strategic goals, internal processes, staff growth, and budgetary needs related to the development of a new division of the AOC.
- Plan and respond to changes as a result of growth.
- Implement strategic plans as they relate to assigned duties, employee development initiatives and overall divisional goals and objectives.
- Direct the overall strategy for the statewide educational programs for the New Mexico Judicial Branch.
- Develop, review, and approve curricula for judicial officers and employees.
- Create and maintain constructive working relationships with all AOC divisions, court systems, and judicial partners.

- Assess the needs of and advocate for appropriate resources for programs within the Division.
- Provide support to the various education committees.
- Monitor and assess CEI employees, processes, and services. Develop and implement rules, policies, procedures, and programs necessary to the operation of the Judicial Branch.
- Communicate and gather input from appropriate judicial entities and staff and facilitate collaboration.
- Direct the work of division staff and oversee the management of division personnel, including hiring, performance management, and staff development.
- Oversee the implementation of Judicial Education initiatives to meet the needs of judicial officers and employees.
- Ensure appropriate, effective planning and implementation of education events.
- Oversee compliance with, and recommend amendments to, policies of the committees and education-related requirements of the New Mexico Judiciary.
- Other duties as assigned.

COMPETENCIES/QUALIFICATIONS

The ideal candidate must have demonstrated knowledge of and experience with applying adult education principles and best practices in the development and delivery of curricula and educational programs; excellent leadership, organizational, and communication (verbal and writing) skills; skilled in problem identification, reasoning, ability to develop original ideas to solve problems. Influence/persuasion and intercultural competence; the ability to plan, coordinate, and manage multiple projects simultaneously; knowledge of advising and coaching techniques; proficiency in computer and office software (email, calendars, leave reporting system); experience with using online learning and virtual meeting platforms; and a demonstrated knowledge of supervisory techniques.

MINIMUM QUALIFICATIONS

Education:
Master's Degree or higher from an accredited college or university in Business Administration, Public Administration, Judicial Administration, Social Sciences, Management, Human Resources, Psychology, Education-related, or a directly related field.

> **Education Substitution:** Bachelor's degree from an accredited college or university in Business Administration, Public Administration, Judicial Administration, Social Sciences, Management, Human Resources, Psychology, Education-related, or a directly related field, and two (2) years managing a statewide judicial program.

Experience:
Ten (10) years of experience in judicial education, adult education, or court experience with five (5) years of managerial and supervisory experience.

> **Experience Substitution:** None.

> **Supervisory Substitution:** An additional five (5) years of directly related experience may substitute for the supervisory experience provided the incumbent attends the NMJB Supervisory Mentorship Program Training at their earliest opportunity.

WORK ENVIRONMENT AND PHYSICAL DEMANDS

The following functions are representative, but not all-inclusive of the work environment and physical demands an employee may expect to encounter in performing tasks assigned to this job. Work is performed in an office or court setting. Must be able to travel to local and out-of-state meetings and educational programs. A valid driver's license and travel may be required. The assigned work schedule may include nights, weekends, holidays, and overtime. The employee must regularly interact positively with co-workers, clients, the public, judges, and justices.

** This job description is ILLUSTRATIVE ONLY and is not a comprehensive listing of all functions performed **

BENEFITS

- Medical/Dental/Vision/Rx, Short, and Long Term Disability Insurance Programs, employee assistance program (EAP) [http://www.mybenefitsnm.com/]
- State paid life insurance, supplemental and dependent life insurance
- Optional flexible spending accounts for medical, day-care, and travel expenses
- Paid vacation and sick leave up to eight (8) weeks
- Eleven (11) paid holidays
- Up to 12 weeks of paid parental leave
- Deferred Compensation 457(b) plan
- Lifetime Defined Benefits Retirement Plan [http://www.nmpera.org/]
- Flexible work schedules and alternative work locations*
- Free health care, Rx, and lab work at the facility (Stay Well Health Center) in Santa Fe, NM
- Bilingual compensation*
- Training and career development opportunities
- Higher education opportunities, educational leave, and tuition reimbursement
- May qualify for the Public Service Loan Forgiveness Program (PSLF)
- May receive overtime holiday or shift differential pay*
- May receive physical fitness leave*
- What are your benefits worth? Click here to find out

These benefits vary by job classification or need

START YOUR CAREER

Experience the difference, work for the Judiciary! Apply here!

History of Job Description: Dev: 1/25/23, Rev: name change to Court Education Institute Division Director (At-will) 06/05/23, Rev Pay Range: 07/08/23, Rev: 04/01/24, Rev Pay Range: 07/06/24, 07/05/25, 07/04/26

The state of New Mexico is an equal opportunity employer. Hiring is done without regard to race, color, religion, national origin, sex, sexual orientation, gender identity, age or disability. The state provides reasonable accommodations to the known disabilities of individuals in compliance with the Americans with Disability Act. For accommodation information or if you need special accommodations to complete the application process, please contact the Administrative Office of the Courts Human Resources Division at 505/470-7205. Applications and resumes including a supplemental application must be submitted to apply. Applications may be found online at nmcourts.gov.