NEW MEXICO JUDICIAL BRANCH

AOC PROCUREMENT & ASSET MANAGER
(Classified)

TARGET SALARY: $59,109-$118,221 annually, or $28.418-$56.837 hourly depending upon experience (pay range JJ)
LOCATION: Varies, statewide locations
FLSA STATUS: Exempt
JOB CODE: 2511JB
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

Acting under administrative direction establish vendor pricing and encumbrances in accordance with the New Mexico Procurement Code, procure supplies, technology, equipment, and capital assets, and coordinates custodial care.

EXAMPLES OF JOB DUTIES

- **The AOC Procurement and Asset Manager** is responsible for managing and conducting purchasing operations, requisitioning, and inventory control.
- Ensures proper procedures are followed in asset purchasing, monitoring, transferring, disposal, and inventory control.
- Develops financial statement of capital assets and maintains asset records.
- Develops and manages maintenance contracts for court/judicial entities and manages equipment leases.
- Develops and maintains policies and procedures on transfer and disposal of assets, and submits records to State Auditor as appropriate.
- Reviews, audits, and approves purchase documents and payment vouchers relating to the purchase of assets.
- Calculates additions, deletions, disposals, and transfers of assets to develop a financial statement of capital assets, and the depreciation schedule for all capital assets.
- Reviews and controls expenditures to ensure compliance with approved operating budgets and fund availability.
- Monitors revenue and expenditures of capital budgets for multiple district courts.
- Works with internal auditors to ensure proper records and make corrections to the database if necessary.

- Oversees entry of asset information into databases and reconciles asset purchases.
- Arranges procurement requests, bids, and quotes, coordinates annual asset certification.
- Coordinates annual asset certification.
- Performs purchase requisitioning and inventory control of furniture, equipment, fixed assets, and supplies.
- Manages and coordinates the custodial care of equipment, fixed assets, furniture, and information technology equipment.
- Assumes lead role in the external audit and reconciliation of assets.
- May supervise or manage the work of purchasing or other division staff.
- Prepares financial reports and projections and makes recommendations to the Chief Financial Officer.
- Determines judicial procurement needs and initiates and processes purchase requisitions in compliance with the New Mexico Procurement Code.
- Prepares, reviews, and verifies purchase orders (PO's) and invoices.
- Maintains inventories of fixed assets to include physical confirmation of assets, ensuring assets are properly labeled and recorded.
- Other duties as assigned.

COMPETENCIES/QUALIFICATIONS

The successful applicant should demonstrate knowledge of supervisory techniques; application of the New Mexico Procurement Code, including but not limited to: bid process procedures including Memoranda of Understanding (MOUs), Request for Proposals (RFPs), Invitation to Bid (ITB), Request for Information (RFI), Request for Qualifications (RFQ), contracts, Requisitions or Request for Purchase and Purchase Orders and purchase order procedure; use of financial systems, and fixed asset software programs; information technology systems software and hardware; GAAP, GASB; audit rules; budgeting processes, rules and regulations; inventory control, asset tracking management, and depreciation methods and reporting; purchase documents and purchase request forms; and cost-effective procurement policies and procedures.

MINIMUM QUALIFICATIONS

Education: Bachelor's Degree from an accredited college or university in Business Administration, Public Administration, Finance, Management, Accounting or a directly related business field.

> **Education Substitution:** Four (4) years of directly related or relevant experience may substitute on a year for year basis

Experience: Three (3) years of experience in procurement, asset management, inventory control, accounting, financial management, or asset management. If the position will supervise, then one (1) year of supervisory experience is also required.

> **Experience Substitution:** Additional relevant education at the Master's Degree level may substitute for experience at a rate of thirty (30) semester hours equals one (1) year of experience or Certified Government Financial Manager (CGFM), Public Accountant (CPA) or Certified Public Financial Officer (CPFO) certification may substitute for one (1) year of experience.

Other: Must complete the Chief Procurement Officer class and pass the certification test within the first six (6) months of hire.

Supervisory Substitution: Leadworker duties may be considered on a prorated basis for supervisory experience at a rate of one (1) year of performing leadworker duties equals six (6) months of supervisory experience. Assigned leadworker duties include but are not limited to: Train, mentor, and develop employees; direct, plan, schedule, assign, and review the work of others; develop or assist in the development of employee performance plans and appraisals; and address concerns and troubleshoot problems. An additional one (1) year 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. 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, employeeassistance 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

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History of Job Description: Dev: 06/06/18, Rev: 02/11/20; 01/15/21 (added supervisory substitution); 02/03/21, Benefits updated: 02/26/21, Audit: 12/31/22, Rev Pay Range: 07/08/23, Rev: 03/15/24 correction to supervisory substitution, Rev Pay Range: 07/06/24, Rev: 07/23/24 removed nine (9) credit hours in accounting language, Rev Pay Rate: 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.