NEW MEXICO JUDICIAL BRANCH

MAGISTRATE DWI DRUG COURT PROGRAM SUPERVISOR

(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: 8600JB
BENEFITS: Competitive benefits package offered

THE NEW MEXICO JUDICIARY

The mission of the New Mexico Judiciary is to protect the rights and liberties of the people of New Mexico guaranteed by the Constitution and laws of the State of New Mexico and the United States; to resolve legal disputes fairly, and to ensure access to justice for all.

GENERAL STATEMENT OF DUTIES

Acting under general direction, supervise and manage Magistrate DWI Drug Court Program Coordinators. Provide ongoing operational guidance and technical assistance to the DWI drug court team.

EXAMPLES OF JOB DUTIES

- **The Magistrate DWI Drug Court Program Supervisor** is responsible for supporting the program needs to include the development and implementation of DWI Drug Court strategic plans and goals and providing technical assistance and direction to the courts.
- Trains, supervises, mentors, evaluates, and motivates two (2) or more drug court staff and develops employee performance plans and evaluations.
- Develops, revises, and implements policies and procedures.
- Documents and oversees all interactions with program participants in DWI Drug Court database system.
- Determines participant sanctions and incentives and applies drug court model.
- Implements, coordinates, and/or oversees educational programs and training, including preparing curriculum and materials.
- Prepares written reports detailing participant program compliance and notifies the court of any program non-compliance.
- Recommends the application of appropriate participant sanctions and incentives for program non-compliance or violations and applies the drug court model.
- Serves as a resource and communicates program design and goals to judicial and local committees, commissions, councils, boards, courts, judges, court administrators, court staff, participants, and the public.
- Responds to requests and provide information to local or state agencies and non-profit organizations.
- Prepares budget requests by projecting needs and costs for programs.
- Recommends and justifies requests for each budget line item.
- Communicates the success and cost-effectiveness of programs to secure the funding necessary to continue operation and growth.
- Identifies and helps acquire additional funding sources to maintain adequate resources for program operations.
- Completes all status and fiscal grant reporting requirements.

- Ensures compliance with budgetary policies and limitations.
- Helps administer and monitor program budgets, funding requests, and AOC grants.
- Identifies contractual needs and monitors contractor(s) with respect to vendor compliance.
- Monitors Memorandums of Understanding and professional contracts for services provided to the program.
- Sets up contract review panels.
- Drafts/advertises requests for proposals and monitors Memorandums of Understanding.
- Audits and approves invoices as well as submit requests for purchase orders.
- May perform or oversee scheduled and unscheduled site visits to monitor program participants' compliance.
- May develop local court goals and objectives.
- Other duties as assigned.

COMPETENCIES/QUALIFICATIONS

The successful applicant should demonstrate knowledge of program development and program administration techniques; federal grant reporting procedures and tracking, grant writing and research; state procurement rules i.e, request for proposals process and invitations to bid; case management and referral, mediation, and court case initiation procedures; substance abuse treatment; drug testing methods; crisis intervention, relapse prevention, and behavior modification; community resources and outreach; protective services; problem solving and conflict resolution principles and techniques; safety and security practices; and tracking and monitoring projected and expended funds.

MINIMUM QUALIFICATIONS

Education: Bachelor's Degree from an accredited college or university in criminal justice, social work, social sciences, psychology, business or public administration, or a directly related field.

> **Education Substitution:** Four (4) years of directly related or relevant experience.

Experience: Three (3) years of program management experience of which one (1) year must have been as a supervisor.

> **Experience Substitution:** Relevant graduate level education may substitute for up to two (2) years of program management experience at a rate of 30 semester hours equals one (1) year of experience, or relevant experience in public or business administration, social services, social work, social sciences, mediation, grant writing, guidance counseling, law, probation, program management, adult education, training, volunteer programs or a closely related field may substitute for up to two (2) years of program management experience. One (1) year of specialty court program management experience is required. Education may not substitute for supervisory experience.

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, and 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

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History of Job Description: Dev: 09/01/09, Audited: 10/30/15, Rev: 12/02/19, Rev: 01/15/21 (added supervisory substitution), Benefits updated: 02/26/21, Audit: 12/31/22, Rev Pay Range: 07/08/23, Rev: 03/15/24 correction to min quals & added supervisory substitution 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.