NEW MEXICO JUDICIAL BRANCH

SUPPORT SERVICES 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: 2580JB
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 the work of purchasing, fixed assets and inventory control.

EXAMPLES OF JOB DUTIES

- **The Support Services Manager** is responsible for managing the purchasing and facility operations.
- Develops, implements, and oversees procurement policies
- Prepares requests for proposals (RFPs) and invitations to bid (ITBs), reviews and assesses statewide price agreements, sole source agreements, processes bids and proposals, and monitors and develops contracts in accordance with the New Mexico State Procurement Code.
- Participates in the selection of professional services contract vendors.
- Approves furniture, supplies, office and maintenance equipment purchases, and contractual services.
- Oversees fixed assets, vendors/contractors, troubleshoots equipment, coordinates, and schedules furniture and equipment installation and moves both on and offsite.
- Maintain the fixed assets deprecition schedule.
- Maintains supply inventory control.
- Organizes registration, travel plans, and subscriptions and performs cost-benefit analysis.
- Reviews purchase documents, procurement card requests, and modification of purchase orders.
- Oversee the disposal of property and assets in accordance with New Mexico Administrative Code and the New Mexico Department of Finance and Administration rules and guidelines.
- Run data and cable drops.
- Deploy safety and security supplies and equipment.
- Maintains access levels for employee and contractor badges.

- Serve as the court's Chief Procurement Officer (CPO) and maintain CPO certification as required by the New Mexico General Services Department.
- Acts as backup to facility manager or Deputy CEO.
- Other duties as assigned.

COMPETENCIES/QUALIFICATIONS

The successful applicant should demonstrate their knowledge of supervisory techniques; computer software including financial systems, GAAP; GASB; audit rules; budgeting rules and regulations; inventory control, fiscal/financial, fixed asset software programs; monitoring vendor performance by utilizing quality control and price comparisons; solicit bids, proposals and explain bid procedures; statewide price agreements; sole-source procurements; compute straight-line depreciation and the methodology for capital outlay; building, audio/visual, fire, HVAC, plumbing, electrical, security systems and general contracting; telecommunications networks; the State Procurement Code; Americans with Disabilities Act; Public Records Act; OSHA; city, county and state building codes; Public Information Act.

MINIMUM QUALIFICATIONS

Education: Bachelor's Degree in business or related business field.

Education Substitution: 4 years of directly related or relevant experience

Experience: Three (3) years experience in procurement, inventory control, contract management, facility management, building maintenance, and/or basic accounting and two (2) years of supervisory experience.

Experience Substitution: None

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 two (2) 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. 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: Rev: 03/09/98, 06/02/05, 12/12/11, 11/01/19, Rev: 01/15/21 (added supervisory substitution), Benefits updated: 02/26/21, Audit: 12/31/22, Rev Pay Range: 07/08/23, 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.