

# NEW MEXICO JUDICIAL BRANCH

## AOC FACILITIES PROJECT MANAGER

(Classified)

**TARGET SALARY:** \$61,479-\$122,957 annually, or \$29.557-\$59.114 hourly depending upon experience (pay range KK)

**LOCATION:** Santa Fe, NM

**FLSA STATUS:** Exempt

**JOB CODE:** 9637JB

**BENEFITS:** Competitive benefits package offered

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### **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 general direction manage and oversee facilities planning, site planning, and maintenance for a facility or parking structure, and assist with capital investment programs.

### **EXAMPLES OF JOB DUTIES**

- **The AOC Facilities Project Manager** is responsible for coordinating facility improvements, and overseeing, negotiating, and monitoring court lease agreements and renewals.
- Represents the Court Operations Division (COD) at external meetings with outside agencies, entities, and the public.
- Reviews and processes payments for capital expenditures.
- Manages and evaluates vendors and recommends award contracts for, but not limited to, construction managers, and janitorial maintenance for buildings and facilities.
- Prepares specifications, and requests for proposals and conducts bid conferences in accordance with New Mexico State Procurement Code.
- Organizes and coordinates stakeholder meetings to gather input on needs for future capital improvement requests.
- Participates in statewide facilities capital planning activities and provides advice and consultation for planning and designing improvements and capital construction projects.
- Oversees lease agreements, meets with property owners to negotiate lease agreements, monitors lease renewals and payments, and resolves applicable issues.
- Coordinates physical moves on, and off-site for court and or property.
- Serves as a liaison with city, county, state, and federal agencies on issues related to facility planning for Magistrate Courts.

- Manages the phases of project development for construction and facility improvement projects.
- Participates in the selection of vendors and contractors, participates in defining the terms of contract agreements, and ensures work is completed satisfactorily.
- Monitors the performance of contracts to ensure compliance with applicable terms.
- Monitors project budgets to identify potential financial overruns and variances, and makes appropriate recommendations to alleviate financial implications.
- Plans, prepares, monitors, and manages facility project budgets.
- Prepares, verifies, orders, and enters all invoices and/or purchase documents and reviews payments in accordance with the State Procurement Code.
- Manages customer relationships with judges, management and staff, and other branches of government.
- Facilitates communication between parties involved in the project implementation ensuring clients and vendors work together effectively.
- Forecasts needs and prepares budget requests for projects; and projects needs and costs for the facility and maintenance of the courthouse, parking structure, and retail space.
- Handles complaints from division heads, employees, and the public on the operations of the building.
- Conducts project evaluations, and develops recommendations for future project improvements.
- Other duties as assigned.

### **COMPETENCIES/QUALIFICATIONS**

The successful applicant should have advanced knowledge of the New Mexico State Procurement Code, Americans with Disabilities Act (ADA); OSHA laws, rules, and regulations; city and state building codes; mechanical systems, basic electricity, lighting, and plumbing and masonry; budget process and financial information; purchasing process and different types of contracts, the principles and practices of construction and contract management; architectural and engineering, practices, and procedures; applicable federal state and local laws and procedures; principles and practices of public administration as they pertain to construction design and facility planning; management practices and techniques for managing multiple and diverse statewide projects, and negotiating and mediating techniques. Experience with budget processes, organization, and general operations of a court system and government as well as skill in analyzing and assessing court operations, and inspecting construction sites for compliance with applicable standards, codes, and regulations.

### **MINIMUM QUALIFICATIONS**

**Education:** Bachelor's degree from an accredited college or university in Planning or Construction Management, Architecture, Engineering or a related field.

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

**Experience:** Two (2) years of facility planning and construction project management experience, or a closely related field.

**Experience Substitution:** Additional relevant education at the Master's Degree level may substitute for experience at a rate of thirty (30) semester credit hours equals one year of experience.

## **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 time off, up to eight (8) weeks
- Paid time off and retirement buyback
- 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: 02/13/20, Revised 01/04/21, Benefits updated: 02/26/21, Audit: 12/31/22, Rev Pay  
Range: 07/08/23

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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](http://nmcourts.gov).