

# NEW MEXICO JUDICIAL BRANCH

## AOC SOFTWARE APPLICATION DEVELOPMENT MANAGER (Classified)

**TARGET SALARY:** \$88,853-177,709 annually, or \$42.718-\$85.437 hourly depending upon experience (pay range MM/00)

**LOCATION:** Varies, statewide locations

**FLSA STATUS:** Exempt

**JOB CODE:** 9671JB

**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 general direction, manage the Judicial Information Division Software or Application Development and its initiatives. This includes maintaining the existing systems, identifying new computer systems that can improve the effectiveness of the judiciary, and helping to design and implement such systems.

### **EXAMPLES OF JOB DUTIES**

- **The AOC Software Application Development Manager** is responsible for ensuring that automated and effective business processes are developed, maintained, and enhanced.
- Management responsibility for a technical group, including recruiting, hiring, training, developing, evaluating, and setting priorities. Consistently foster collaboration and respect among team members by addressing elements of the group process that impede, or could impede, the group from reaching its goal.
- Engage business and technical leaders in the identification of business solutions consistent with best practices for cross-functional implementation.
- Perform planning, organizational and communication duties; flexibility and resiliency in the face of significant obstacles; and best leadership practices and managerial techniques in driving change initiatives and engaging employees.
- Ensure work completion within schedule, budgetary, and design constraints; make decisions about analysis, design, and testing.

- Approve technical changes, schedules, projects and oversee timelines. Implement and monitor quality standards.
- Manage vendor relations.
- Identify potential areas of conflicting priorities and vulnerabilities in achieving standards.
- Five Works with Judicial Information Division management to identify statewide strategic planning initiatives, develop an annual IT plan, and implement plan directives.
- Coordinates work efforts of the Applications or Software Development Team with other IT staff and statewide judicial end-users to determine system requirements for new applications and enhancements.
- Manages the software or application development lifecycle to implement new statewide judicial entity applications and enhancements in production.
- Develops and administers quality assurance strategies and practices, and employs appropriate quality control methods.
- Determines and helps develop system architectures.
- Works in collaboration with agencies outside the judiciary to develop and implement new inter-agency justice applications.
- Helps design database schemes and provides strategies for database administration.
- Works with members of the judicial community to determine how to automate current manual judicial entity processes.
- Helps to identify and create specialized reports that support the mission of the judiciary.
- Develops and administers role-based security to ensure appropriate authentication and authorization to end-users, developers, and database administrators.
- Meets with business analysts, end-users, and functional and technical management to discuss and resolve current issues and projects.
- the modifications to a system's design or prototype.
- Determines training needs for staff, find and implement professional training and development programs.
- Support and manage the needs of the Software or Application Development Team including doing performance evaluations.
- Other duties as assigned.

### **COMPETENCIES/QUALIFICATIONS**

The successful applicant should demonstrate knowledge of management principles and techniques; project management techniques; supervisory techniques; enterprise Information Technology trends and emerging technologies for statewide judicial software technology implementations; enterprise computer software, including database software, structured query languages, programming languages, development tools, report writers; computer architecture and design; hardware and software technical requirements and specifications; approved hardware and software and the requirement of additional licenses; business and system integration analysis and design and implementation; database structure and table layouts; application requirements and development and business process documentation methodologies; testing technologies; database schema, system analysis and design; data entry screen design and functional network design; Information Technology software development standards and best practices; project reporting and tracking methods and techniques; networking and applications; troubleshooting techniques; and budget analysis and preparation.

## **MINIMUM QUALIFICATIONS**

**Education:** Bachelor's degree from an accredited college or university in Business Administration or Management, Project Management, Computer Science, Information Technology, IT engineering or other directly related fields.

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

**Experience:** Five (5) years of general IT experience. The following specific concurrent experience must be included within the general experience requirements:

- Three (3) years of technical experience including but not limited to technical project management, systems analysis, and application development;
- Two (2) years of supervision.

**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. Education may not be substituted for the specific experience required.

**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, mentoring, and developing employees; directing, planning, scheduling, assigning, and reviewing the work of others; developing or assisting in the development of employee performance plans and appraisals; and addressing 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 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: 03/09/98 (Information Systems Manager); Name Change: 02/26/06 (AOC Application Development Manager), Rev: 05/02/11, 02/11/20, 01/15/21 (added supervisory substitution), 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).