

# NEW MEXICO JUDICIAL BRANCH

## AOC STATEWIDE FACILITY SECURITY MANAGER

(Classified)

**TARGET SALARY:** \$70,250-\$140,502 annually, or \$33.774-\$67.549 hourly depending upon experience (pay range LL)

**LOCATION:** Santa Fe, New Mexico

**FLSA STATUS:** Exempt

**JOB CODE:** 9434JB

**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**

Under administrative direction develop, manage, and direct a comprehensive emergency preparedness program and provide operational support towards improving the Judiciary's physical security in statewide courts and facilities.

### **EXAMPLES OF JOB DUTIES**

- **The AOC Statewide Facility Security Manager** will develop and implement facility security initiatives statewide.
- Develops a comprehensive emergency preparedness program to ensure judicial entities continue to perform their statutory mandates if or when confronted with a broad array of potential operational interruptions.
- Plans and directs crisis management activities.
- Develops and maintains statewide policies, procedures, and standard operating procedures to guide the judicial entities toward security management and mitigating risk.
- Conducts risk assessments on the physical structures of the courtroom to best protect the citizens of New Mexico, judges, and staff.
- Develops and implements preventive measures to mitigate risk, to include vulnerability assessments.
- Develops and facilitates security awareness and response training.
- Develops and implements emergency preparedness and response plans to ensure continuity of operations. To include identification of command structures, protocols, and communication routes for emergencies and responses.
- Develops and implements disaster recovery plans. Specifically, procedures to recover lost or vulnerable information in the event of an emergency.

- Conducts threat assessment and develops security and safety protocols for the judiciary, to include procedures the judicial entities would follow to identify serious threats, proper protective action, and prioritize emergency management needs.
- Develops and implements a standard incident report form that allows for capturing data on items such as intelligence and funding needs.
- Develops strong and effective partnerships among all judicial entities, law enforcement, and other governmental entities, and communicate to the public to ensure successful security operations can be developed and utilized.
- Researches and drafts proposed legislation and provide testimony to the state legislature regarding the judiciary's emergency management needs.
- May lobby for legislative support on behalf of projects and/or the Judicial Branch.
- Prepares bill analyses to assess the impact of proposed legislation and assist in developing strategies for the passage of legislation.
- Prepares and presents presentations.
- Serves on statewide or local committees.
- Speaks at national, state, and local conferences regarding project initiatives.
- Manages and directs project contractors and associated budget.
- Keeps up to date with the latest trends in court management locally and nationally.
- Other duties as assigned.

## **COMPETENCIES/QUALIFICATIONS**

The successful applicant should have advanced knowledge of the principles and practices of public and court administration, emergency management services, and disaster planning, applicable federal state and local laws and procedures; preparation of emergency management plans, principles and practices of public administration as they pertain to emergency and facility safety planning; management practices and techniques for managing multiple and diverse statewide projects, and the ability to react calmly and promptly during an emergency/disaster crisis. Experience with legislative and budget processes, organization and general operations of a court system and government as well as skill analyzing and assessing court operations, and evaluating court program services.

## **MINIMUM QUALIFICATIONS**

**Education:** Bachelor's degree from an accredited college or university in Crisis and Disaster Management, Safety Management, Disaster Preparedness, Occupational Safety and Health, Public Safety, Psychology, Social Work, Communications, Business or Public Administration, Judicial Administration, Criminology, Management, or a directly related field.

**Education Substitution:** Experience in crisis or disaster management, disaster preparedness, occupational safety and health, public safety, or other directly related field may substitute on a year for year basis. An emergency management certification may substitute for up to one year of education.

**Experience:** Six (6) years of experience in managing, designing, developing, implementing or coordinating facility security, emergency preparedness, or disaster planning programs or related experience.

**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 year of experience. Education may not substitute for supervisory 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: 10/15/19, 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).