

# **NEW MEXICO JUDICIAL BRANCH**

## **AOC STATEWIDE PROGRAM MANAGER**

(Classified)

**TARGET SALARY:** \$70,250-\$140,502 annually, or \$33.774-\$67.549 hourly depending upon experience (pay range LL)  
**LOCATION:** Varies, statewide locations  
**FLSA STATUS:** Exempt  
**JOB CODE:** 9430JB  
**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 plan, organize, direct, and manage statewide program(s) and services.

### **EXAMPLES OF JOB DUTIES**

- **The AOC Statewide Program Manager** is responsible for developing, proposing, or approving statewide program initiatives, projects, and strategic plans for long-term planning of programs.
- Coordinates the work of volunteers, contract personnel, and outside entities.
- Acts as a statewide project leader in developing and implementing new court programs and providing technical assistance, training, and assistance to the, metropolitan, district and appellate courts.
- Develops and oversees adherence to court program policies and procedures such as jury management, case management, drug courts, problem-solving courts, alternative dispute resolution, judicial tribal/state relationships, court improvement of children's cases, safe exchanges/supervised visitation, interpreter certification, language access, etc.
- Plans, organizes, and manages conferences and associated fees.
- Designs, develops, and implements new information systems (software & hardware).
- Implements and coordinates educational programs and training, including preparing curriculum and materials.
- Develops, revises, and implements policies and procedures, manuals, and handbooks.
- Researches and writes grant applications and secures or oversees grant-funded statewide projects.

- Participates in the unified budget process, prepares budget requests by projecting statewide needs and costs for programs and conferences, and evaluates the effectiveness of conferences.
- Oversees compliance with program standards to ensure consistency and quality of reported performance measures statewide.
- Identifies and acquires additional funding sources to maintain adequate resources for program operations.
- Prepares specifications, drafts Requests for Proposals, Invitations to Bid, contracts and conducts bid conferences in compliance with state procurement code.
- Completes all status and fiscal grant reporting requirements and requests from governmental agencies, non-profits, and private businesses.
- Works with judges, court staff, and coordinators in developing and implementing ADR programs and assists court personnel with recruiting mediators.
- Oversees, conducts, and assesses the appropriateness of a mediation or alternative dispute resolution (ADR) program and encourages negotiations extending beyond the initial conference through subsequent conversations or additional conferences.
- Addresses contractor adherence to program, policies, procedures, and initiatives and evaluates program operations and performance measures.
- Prepares complex detailed reports based upon overall data to make formal presentations with recommendations on a variety of court management studies and programs/projects.
- Identifies and analyzes statewide program needs and provides information to the legislature and other interested parties.
- Oversees and conducts research, development, coordination, and tracking of legislative initiatives and bills
- Researches and performs bill analysis for effect and impact on the courts, makes recommendations and advocates for bills, and leads the legislative process.
- May supervise judicial branch program staff and provide professional support to judicial commission(s).
- May assist the ADR statewide program manager in managing a statewide network of court-connected ADR programs and suggests changes in legislation and Supreme Court rules related to ADR.
- Other duties as assigned.

### **COMPETENCIES/QUALIFICATIONS**

The successful applicant should demonstrate knowledge of New Mexico state courts, including court procedures and rules, court organization and administration, services, functions and jurisdictions; public policy analysis and evaluation; techniques in managing multiple and diverse statewide program(s); conference and program planning; budget management including: performance based budgeting, project/program budget preparation, tracking projected and expended project/program funds; grant procedures and grant writing; state and federal grant compliance rules and regulations; state procurement rules; legislative processes; New Mexico Criminal Justice Information System; basic contract law; community resources; media relations; research and evaluation techniques; methods of data collection; and supervisory techniques.

## **MINIMUM QUALIFICATIONS**

**Education:** Bachelor's degree from an accredited college or university in Criminal Justice, Public or Business Administration, Social Sciences or a related field.

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

**Experience:** Six (6) years of program management experience. Relevant experience may include: public or business administration, budget, finance, social services, social work, social sciences, mediation, grant writing, guidance and counseling, law/probation, program/project management, adult education, training, volunteer programs, or 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: 01/01/05 (Statewide Program Manager), Rev: 11/10/10, 05/21/14, 10/28/16 (AOC Statewide Program Manager), 08/28/19, 12/16/19, 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).