

# NEW MEXICO JUDICIAL BRANCH

## INFORMATION TECHNOLOGY PROJECT MANAGER

(Classified)

**TARGET SALARY:** \$75,893-\$151,786 annually, or \$36.487-\$72.974 hourly depending upon experience (pay range KK/MM)

**LOCATION:** Varies, statewide locations

**FLSA STATUS:** Exempt

**JOB CODE:** 9685JB

**BENEFITS:** Competitive benefits package offered

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### **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 supervision plan and oversee assigned aspects of information technology (IT) projects.

### **EXAMPLES OF JOB DUTIES**

- **The Information Technology Project Manager** is responsible for organizing, identifying, and documenting tasks to be completed using project management tools.
- Establishes timelines, processes, procedures, and short and long-term goals to be achieved for a specific project.
- Researches, identifies, tests, and implements appropriate hardware, software, services, materials and information required for projects.
- Presents and implements project time lines, proposals, protocols, and standards for approval.
- Negotiates costs for hardware, software, and services costs and prepares relevant documentation and contracts.
- Manages project assets and administers a budget while tracking sources of funding.
- Evaluates recurring and non-recurring costs.
- Promotes projects with Information Technology staff, judicial entities, legislature, vendors, and other entities involved with projects.
- Researches, develops, communicates and maintains technical guidelines for computer hardware, software, and services.
- Develops, oversees, and/or manages contracts, Memorandums of Understanding, Memorandums of Agreement and Requests for Proposals.
- Develops and presents upon projects strategic plan and assesses projects risk management issues.
- Creates, maintains and monitors compliance with approved security measures.
- Develops, implements and presents project related training programs.
- Attends conferences tied to projects and presents project data and position papers to various groups.
- Provide professional customer service and assistance to internal and external users.

- Assure appropriate access to information and restrict access to sensitive information.
- Other duties as assigned.

## **COMPETENCIES/QUALIFICATIONS**

The successful applicant should demonstrate knowledge of project evaluation, reporting and tracking methods; adult teaching techniques; negotiation techniques; budget administration; financial databases; technical understanding of application design, program development, system servers and platforms, database administration, network configuration, management and diagram development, telecommunications, systems management, client administration, application analysis and development and applications life cycles; vendors, equipment type, contract development and administration; IT security management practices and systems; identity protection practices; data reporting standards; research methodologies; funding processes and procedures; IT trends, techniques; Requests for Proposal (RFP); asset management; and IT development standards.

## **MINIMUM QUALIFICATIONS**

**Education:** Bachelor's degree from an accredited college or university in Business Administration or Management with a technology emphasis, Project Management, Computer Science, or IT related 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:** Two (2) years of general IT experience. The following specific experience must be included within the general experience requirements:

- One (1) year of experience in technology project management, including scheduling, allocating resources, and prioritizing technical tasks and projects;
- One (1) year of experience managing or administering budgets; negotiating and managing hardware, software, and services procurement.

**Experience Substitution:** Additional relevant education at the Master's Degree level may substitute for experience at a rate of thirty (30) semester hours, which equals one (1) year of experience. Education may not be substituted for the specific experience required.

## **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: 04/22/06, Rev: 05/02/11, 04/15/16, 02/04/20, Benefits updated: 02/26/21,  
Audit: 12/31/22, Rev Pay Ranges: 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).