

NEW MEXICO JUDICIAL BRANCH

INFORMATION TECHNOLOGY PROJECT MANAGER SENIOR (Classified)

TARGET SALARY: \$81,176-\$162,352 annually, or \$39.027-\$78.054 hourly depending upon experience (pay range LL/NN)

LOCATION: Varies, statewide locations

FLSA STATUS: Exempt

JOB CODE: 9690JB

BENEFITS: Competitive benefits package offered

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 direction plan and oversee all aspects of assigned information technology (IT) projects.

EXAMPLES OF JOB DUTIES

- **The IT Project Manager Senior** is responsible for organizing, identifying and documenting tasks to be completed using project management tools.
- Establishes time lines, 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.
- Researches and provides input on costs for hardware, software, and services costs; prepares relevant documentation, which could include providing input for contracts.
- May research, provide input on, or monitor 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.
- May provide input on the development of contracts, Memorandums of Understanding, Memorandums of Agreement, and Requests for Proposals.
- Develops and presents upon project's strategic plans and assesses project's risk management issues.
- Complies with established security measures.
- Develops, implements and presents training programs related to projects, new business processes, or new software functionality.
- May attend 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.

- Assesses, develops, trains, and oversees the ongoing maintenance of newly acquired and established software programs.
- Manage vendor relationships and serve as a lead point of contact for the vendor and the judiciary.
- Manages court relationships by performing research of court business processes, understanding each court's business process workflows, and developing requirements.
- Provides documentation of business requirements and court business process workflows for IT staff.
- Serves on committees as subject matter experts for advisory committees.
- Understands the user acceptance testing framework and develops an end-to-end process including test scripts, instructions, training testers, issue management, regression testing, and final acceptance.
- Utilizes and comprehends technical manuals, and is able to translate into a user friendly format for end users.
- Mentors and trains co-workers on overall project management practices.
- Other duties as assigned.

COMPETENCIES/QUALIFICATIONS

The successful applicant should demonstrate knowledge of project evaluation, reporting and tracking methods; adult teaching techniques; 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 security compliance; data reporting standards; research methodologies; funding guidelines; IT trends, techniques; Requests for Proposal (RFP); document development; and IT development standards.

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 field.

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 experience must be included within the general experience requirements:

- Two (2) years of experience in technology project management, including scheduling, allocating resources, prioritizing technical tasks and projects;
- Two (2) years 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 general 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.

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 and involves full days of screen time using multiple screens and devices. 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, 02/11/20, Benefits updated: 02/26/21, Audit: 12/31/22, Rev Pay Ranges: 07/08/23

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.