

NEW MEXICO JUDICIAL BRANCH

SOFTWARE DEVELOPMENT MANAGER

(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: 9680JB

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, manage the operations of the Applications Development Team and supervise two or more information technology (IT) professional staff. Ensure automated business processes are maintained and enhanced.

EXAMPLES OF JOB DUTIES

- **The Software Development Manager** is responsible for directing the staff in activities related to the overall management of projects while determining or developing systems architecture.
- Works with management to identify strategic planning initiatives, assists in developing annual IT plan and implementing IT directives.
- Coordinates work efforts of the Applications Development Team with other IT groups to successfully bring new judicial entity applications and enhancements into production.
- Develops test plans and employs appropriate quality control methods.
- Works with end users to determine system requirements for new applications.
- Responds to end users when problems arise with judicial entity data and determines nature of problem to correct database.
- Creates specialized reports, queries and databases.
- Demonstrates new and modified applications to end users
- Evaluates feedback to determine necessary reworking of the prototype(s).
- Monitors and maintains system security and evaluates emerging technologies.
- Conducts budget analysis and preparation.
- Adds or deactivates users to/from server and case management system.
- Determines training needs for staff and implement professional development programs.
- Participates in recruitment and selection of new employees.
- Meets with Applications Development Team and management to discuss current issues and projects and resolve issues.
- Other duties as assigned.

COMPETENCIES/QUALIFICATIONS

The successful applicant should demonstrate knowledge of management principles and practices; supervisory and management techniques; employee coaching and performance evaluations; hiring, training, discipline and termination; software development lifecycle; database structure, table layouts, design and structure; IT trends, techniques and emerging technologies; project reporting and tracking methods and techniques; application development requirements and environments; programming languages and operating systems; integrated development environment software; IT development standards; capabilities and capacity of computer equipment and applications; administration and customer support best practices; troubleshooting techniques; and business and system integration analysis;

MINIMUM QUALIFICATIONS

Education: Bachelor's degree in business administration or management, project management, computer science, IT related engineering, or other related fields.

Education Substitution: Four (4) years of relevant experience, and/or a combination of relevant experience and technical education will substitute for education 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 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, mentor, and develop employees; direct, plan, schedule, assign, and review the work of others; develop or assist in the development of employee performance plans and appraisals; and address 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: 4/22/06, Rev: 05/02/11, 12/02/19, Rev: 01/15/21 (added supervisory substitution);
Benefits updated: 02/26/21, Audit: 12/31/22, Rev Pay Range: 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