

# NEW MEXICO JUDICIAL BRANCH

## AOC STATEWIDE PROGRAM MANAGER SENIOR (Classified)

**TARGET SALARY:** \$75,893-\$151,786 annually, or \$36.487-\$72.974 hourly depending upon experience (pay range MM)  
**LOCATION:** Varies, statewide locations  
**FLSA STATUS:** Exempt  
**JOB CODE:** 9435JB  
**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 Senior** is responsible for directly supervising Statewide Program Manager(s), Program Managers, Project Managers, Program/Project Coordinators, and/or other staff.
- Organizes, directs, manages, and controls the statewide functions and processes of diverse statewide programs.
- Develops, approves, and implements operating policies and procedures as well as short and long-term goals for statewide programs for the divisions or units.
- Develops statewide program standards and performance measures.
- Coordinates database implementation and training.
- Communicates statewide program design and goals to courts, staff, participants/clients, and community.
- Develops workshops and other training materials.
- Represents the Court on internal, governmental, and community committees and task forces.
- Prepares and delivers presentations to governmental agencies, the public, civic groups, and educational institutions.
- Develops and prepares statewide program budgets and budget expenditures.
- Administers division or unit budget funding requests and funneled grants to ensure compliance with statewide program standards.
- Ensures consistency statewide and finding-free audits.
- Ensures performance measures are met.

- Ensures compliance with statutory deadlines and budgetary limitations.
- Identifies and acquires additional funding sources to maintain adequate resources for statewide program operations.
- Prepares specifications, drafts Requests for Proposals, Invitations to Bid, and contracts and conducts bid conferences in compliance with state procurement code.
- Monitors budget allocations and expenditures.
- Provides qualitative data and fiscal projections to upper management, special committees, boards, and the legislature.
- Tracks projected and expended project funds.
- Analyzes and projects staffing requirements and operational needs for the program(s).
- Directs, coordinates, and oversees contracts and professional services.
- Oversees statewide program managers to ensure monthly invoices are submitted accurately and timely for approval following generally accepted business practices.
- Researches and develops performance measures.
- Drafts and prepares complex reports based upon overall data, and prepares information for statistical audits; may draft and publish annual reports.
- Monitors and/or manages program database (data development, collection, entry, and generation of reports).
- Researches, develops, coordinates, tracks and assists with statewide legislative initiatives.
- Attends legislative hearings and may lead the legislative process/sessions strategy.
- 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, Criminology, Statistics, Management or a related field.

**Education Substitution:** None

**Experience:** Six (6) years of statewide program management experience which must include three (3) years of contract management and oversight and two (2) years of supervisory experience. Relevant experience may include: public or business administration, budget, finance, social services, social work, social sciences, mediation, grant writing, counseling, law, probation, program management, adult education, training or closely related field.

**Experience Substitution:** Additional relevant education at the Masters' Degree level may substitute for experience at a rate of thirty (30) semester credit hours' equals one year of experience.

**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**

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History of Job Description: Dev: 05/05/14, 07/21/20 Rev: 01/15/21 (added supervisory substitution), 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).