

# NEW MEXICO JUDICIAL BRANCH

## PROGRAM MANAGER

(Classified)

**TARGET SALARY:** \$63,321-\$126,643 annually, or \$30.443-\$60.886 hourly depending upon experience (pay range KK)

**LOCATION:** Varies, statewide locations

**FLSA STATUS:** Exempt

**JOB CODE:** 9410JB

**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 direction, manage programs and coordinate and/or supervise the work of volunteers and/or contract personnel.

### **EXAMPLES OF JOB DUTIES**

- **The Program Manager** is responsible for communicating program designs and goals to courts, staff, and participants/clients, and stakeholders in the community.
- Integrates information systems between groups and users including judges, court administration, and other stakeholders.
- Manage a single large program with a strategic focus on ensuring alignment with the judiciary's or judicial entity's goals and objectives.
- Maintains inter-agency cooperation, and communication, supports and develops working relationships with associated parties, stakeholders, and community coalitions.
- Schedules, plans, organizes, and facilitates team and individual meetings, team training, and program activities.
- Develops and prepares budgets, budget expenditures, and grant-funded project programs.
- Completes required grant funds evaluation reporting and requests from city, county, local, state, federal agencies, non-profits and private businesses.
- Drafts requests for proposals, invitations to bid, and issues and evaluates resulted proposals in compliance with state procurement code.
- Ensures record keeping is accurate and up to date while maintaining HIPAA compliance and following appropriate file destruction requirements.
- Monitors and evaluates contracts and contractors' performance with respect to compliance and professional scope of work.
- Participates in core team meetings, and develops and reviews applicable policies and procedures.
- May analyze the legacy and current jury management system to better the division.
- Audits and approves invoices ensuring all applicable procedures are followed.
- Supervises, monitors, directs, and evaluates advisors, volunteers, mediators, board members and professional representatives of the court program.

- Perform other duties as assigned in order to meet the operational needs of the court or judicial entity.
- Speaks to legislators and attends or leads legislative hearings and processes (interim and session).
- Supervises, oversees, trains, and disciplines subordinate employees in judicial procedures, office functions, and case management.
- Leads interview panels for vacant positions and makes recruitment recommendations for new and qualified candidates.
- Supervise subordinate judicial branch program staff. For specialty courts: collaborate with the Administrative Office of the Courts to ensure compliance with the New Mexico Treatment Court Standards and maintain satisfactory status with the program certification process, which may include monitoring and managing the program database, and generating requested documents related to quarterly performance measure reports.
- Lead staff to follow best practices by maintaining the protocol for requesting juror summonses and processing summonses for juror eligibility, mailing juror summonses to individual jurors, downloading juror data and updating individual juror information in the Jury Management System, preparing *Voir Dire* peremptory sheets, tracking jury panel members and the need for jurors, and maintaining jury panel records; and prepare statistical data for the year-end reports
- Assist other courts with current training materials and analysis of systems.
- Develop policy and procedures for the court or division.
- Develop and provide training.
- Prepares, compiles, and analyzes complex statistical reports in relation to established goals and objectives.
- May provide jury panels for court cases requiring a jury trial and develops, maintain, and revise standard operating procedures for the Division.
- May advise the court's judges and management team on performance measures and case management best practices, and assist in equitably assigning caseload to the court's judges.
- May prepare and present juror orientation on a weekly basis when jurors report to the Court.
- May serve as the liaison between the AOC and the public, other governmental agencies, and the court.
- Other duties as assigned.

### **COMPETENCIES/QUALIFICATIONS**

The successful applicant should demonstrate their knowledge of program planning, implementation, management and evaluation; employee supervision, meeting facilitation, budget management; grant procedures and writing, program reporting; state procurement rules; governmental and civic legislative processes; court's organization; New Mexico Civil Court System; criminal and juvenile justice; specialty courts; criminal statutes, rules, procedures; court procedures; New Mexico Criminal Justice Information System; basic contract law; HIPAA requirements; drug test procedures; surveillance systems media relations; crisis and critical incident management; computerized data collection, compilation and entry 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 program management experience may substitute for education on a year for year basis.

**Experience:** Three (3) years of program management or overseeing the budget or finances for projects; grant writing or contract management related to projects; or other experience directly related to the management of projects.

**Experience Substitution:** Additional relevant education 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\**

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History of Job Description: Dev: 01/25/99, Rev: 06/25/06, 11/10/10, 10/28/16, 01/09/19, 11/01/19, Benefits updated: 02/26/21, Audit: 12/31/22, Rev Pay Range: 07/08/23 Rev Pay Range: 07/06/24

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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).