NEW MEXICO JUDICIAL BRANCH

AOC COURT PROGRAMS DIVISION DIRECTOR

(At-Will)

TARGET SALARY: $106,527-$213,054 annually, or $51.215-$102.430 hourly depending upon experience (pay range PP)
LOCATION: Varies, statewide locations
FLSA STATUS: Exempt
JOB CODE: 1046JB
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.
- Managing and accounting for the collection of revenue.
- 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

Directs the operations of the Administrative Office of the Courts Court Programs for the New Mexico Judicial Branch. Supervision is received from the AOC Director, and the Supreme Court Justice.

EXAMPLES OF JOB DUTIES

- **The AOC Court Programs Division Director** is responsible for the development, proposal, and implementation of statewide initiatives and best practices supporting the New Mexico Judiciary.
- Designs, implements, and oversees judicial programs, including Behavioral Health, Therapeutic Justice/ Problem Solving Courts, Pretrial Services, and other specialty court initiatives.
- Establishes and executes Division goals, priorities, policies, and procedures for court programs, ensuring compliance with applicable laws, regulations, and best practices.
- Provides leadership in the development and delivery of foundational and innovative programs for judicial officers and employees of the New Mexico Judicial Branch.
- Establishes strategic goals, internal processes, staff growth, and budgetary needs related to the successful management of the Division.
- Carefully reviews data and relevant information to determine best practices for the Division's programs.

- Acts as a liaison between and consults and collaborates with various levels of the Judicial Branch judges and employees, other state agencies, legislators, the public, law enforcement, community organizations, private vendors, and corporate entities.
- Hires, manages, organizes, and coordinates the work of diverse statewide program managers and staff, establishing Division expectations and providing employee performance feedback on an ongoing and annual basis.
- Ensures effective and efficient use of resources and budget, including compliance with procurement code and other fiscal requirements.
- Oversees grant administration and reporting; prepares and monitors Division and program budgets and establishes budget priorities to assist in the preparation of budget expansion requests.
- Assesses needs of and advocates for resources for programs within the Division.
- Directs, develops, and implements court projects and management studies, and other special management projects.
- Lobbies for legislative support on behalf of projects and/or the Judicial Branch; prepares bill analyses to assess the impact of proposed legislation, provides testimony, researches and drafts proposed legislation, and assists in developing strategies for passage of legislation.
- Assists in preparation of materials for, and presentations to the Legislature. Develops and implements relevant rules, policies, procedures, and programs necessary to the operation of the Judicial Branch; communicates and gathers input from appropriate judicial entities and staff, and facilitates collaboration.
- Manages contracts, and vendor relationships, including oversight of deliverables, compliance, and associated budgets.
- Represent the division through presentations, committee participation, and speaking engagements at local, state, and national levels.
- Monitor emerging trends and innovations in court administration to inform program development and continuous improvement.
- 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, tracking projected and expended project/program funds; state procurement rules; administrative processes; legislative processes including drafting, analyzing, or supporting legislation and policy initiatives; New Mexico Criminal Justice Information System; fundamental contract law; community resources; strategic planning; program development;, developing and interpreting policies, procedures, and applicable laws or regulations; research and evaluation techniques; supervisory techniques; as well as skill analyzing and assessing court operations, and evaluating court program services.

MINIMUM QUALIFICATIONS

Education: Master's degree from an accredited college or university in Business Administration, Public Administration, Judicial Administration, Criminal Justice, Criminology, Social Sciences,

Behavioral Sciences, Management, or a directly related field.

> **Education Substitution:** Bachelor's degree from an accredited college or university in Business Administration, Public Administration, Judicial Administration, Criminal Justice, Criminology, Social Sciences, Behavioral Sciences, Management, or a directly related field.

Experience: Ten (10) years of experience in court management, a criminal justice system, public administration, and/or managing statewide diverse programs, such as Language Access Services, Jury and Witness, treatment courts, Tribal States Judicial Consortium, Judicial Performance, and/or pretrial services; and five (5) years of supervisory experience.

> **Supervisory Substitution:** An additional five (5) 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 vacation and sick leave up to eight (8) weeks
- 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: 05/28/26, Rev Pay Range: 07/04/26

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.