NEW MEXICO JUDICIAL BRANCH

AOC EMERGENCY RESPONSE AND COURT SECURITY SERVICES (ERSS) MANAGER

(At-Will)

TARGET SALARY: $76,005-$152,011 annually, or $36.541-73.082 hourly depending upon experience (pay range LL)
LOCATION: Santa Fe or Albuquerque, New Mexico (is this correct?)
FLSA STATUS: Exempt
JOB CODE: 9438JB
BENEFITS: Competitive benefits package offered

THE NEW MEXICO JUDICIARY

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

Under general direction, manage, plan, implement, and oversee the New Mexico Judiciary's emergency management, disaster preparedness, and safety programs; implements and develops court security programs, emergency management planning response, and recovery work for the New Mexico court system. This position will manage the AOC's emergency management and security operations, it reports to the office of the AOC Director.

EXAMPLES OF JOB DUTIES

- The Emergency Response and Security Services (ERSS) Manager is responsible for planning, developing, evaluating, and overseeing the Judiciary's disaster preparedness, emergency management planning, response, and recovery work within the court system.
- Motivates, mentors, and supervises an ERSS team, to include employees and contractors, while ensuring performance measures for the program are met.
- Serves as principal security expert for the New Mexico court system.
- Executes and oversees the the Judiciary's emergency response plan to maximize the protection of life and property, while minimizing disruption to the Judiciary's core business functions.
- Evaluates building/facility conditions and services to determine if they meet the needs of the Judiciary's emergency and disaster preparedness plan; conducts statewide court facility safety assessments in collaboration with the AOC Facilities Team.
- Defines and communicates project goals to all project stakeholders clearly, succinctly, and persuasively.
- Identifies emergency preparedness opportunities, analyzes problems and alternatives, and develops sounds conclusion and recommendations.

- Sets priorities and balances the allocation of resources to most effectively meet a variety of use needs in a timely manner; participates in the Judiciary's unified budget process, prepares budget requests by projecting statewide needs and costs for emergency program needs.
- Exercises sound independent judgement within general policy guidelines.
- Assures Judiciary emergency and disaster preparedness plans conform to, and are in compliance with, Federal and State requirements for organizational readiness.
- Coordinates, plans, designs, and executes disaster and emergency response and recovery exercises and training.
- Implements strategies and communication plans for disseminating court security and emergency preparedness information, policies, and procedures to judges, court staff, and other governmental agencies to ensure parties are informed of their roles in the event of an incident or emergency affecting the Judiciary.
- Develops, implements, and evaluates policies, procedures, and plans related to court security and emergency management and disaster preparedness; prepares capability assessments related to all phases of emergency management.
- Fosters partnerships among judicial entities, law enforcement, and other governmental entities.
- Coordinates with local, county, regional, state, and federal governmental agencies, the public, and stakeholders to establish and maintain effective working relationships and communication during an emergency incident; ensures the Judiciary meets all legal and regulatory obligations related to emergency and disaster preparedness.
- Keeps informed of new technology, trends, and techniques in areas of emergency response, disaster relief, and workplace safety.
- Analyzes the readiness of the Judiciary's facilities to ensure emergency preparedness concerns are addressed, including vulnerability assessments to determine potential types, location, and possible extent of damage due to natural and/or non-natural disasters and/or threats.
- Responsible for developing all-hazard plans and establishing mitigation, preparedness, response, and recovery measures.
- Advises judges and court leadership on the implementation of security measures, including new construction or renovation projects.
- Supervises judicial branch employees and provides professional support.
- Represents the Judiciary in emergency preparedness matters; manages operations and coordinates response to disasters (natural, cyber, threats) and security incidents with appropriate authorities and agencies; acts as the Judiciary's liaison and manages interagency cooperation of response with federal, state, and local agencies as appropriate.
- Oversees the management of the Judiciary's loss prevention program in compliance with the New Mexico state statutes (e.g., Sections 15-7-1 et seq. NMSA 1978) to include the development of annual loss prevention plans.
- Conducts risk assessments related to the Judiciary, identifying potential hazards, vulnerabilities, and strategies for implementing risk reduction measures.
- Responsible for the development and implementation of training and exercises related to security and emergency responses.
- Conducts Hazard Vulnerability Analyses.
- Effectively and efficiently manages the program budget, grants, and other resources. Prepares requests for funding including grants and legislative funding.
- Other duties as assigned.

COMPETENCIES/QUALIFICATIONS

The successful applicant should demonstrate knowledge in the following areas: principles, practices and

methods of emergency preparedness and disaster services systems for high-level professional environments; regulations and procedures governing building maintenance and safety and their impact on effective emergency planning and emergency response; principles of project leadership and project management methods, principles, practices; court procedures applicable to budgeting, contracting, operations and facilities management; principles and practices of public and court administration; planning and policy experience (especially with respect to developing and maintaining emergency preparedness measures and/or disaster response plans for varied threats); tracking projected and expended project/program funds; interagency cooperation; risk management and mitigation; familiarity with security systems and standards; highly developed and proven leadership and management skills; high degree of professionalism, diplomacy, and communication; FEMA Professional Continuity Practitioner, IAEM Emergency Management, or a state or nationally-recognized certification in emergency management, crisis management, and security procedures; Certified Protection Professional; experience advising judges or high-level management on matters related to emergency preparedness and security measures; loss prevention; incident assessments and the ability to assess a situation rapidly and make informed decisions; or similar related experience.

MINIMUM QUALIFICATIONS

Education: Bachelor's Degree from an accredited college or university in Public Administration, Business Administration, Judicial Administration, Emergency Management, Disaster Preparedness, Public Policy and Planning, or a directly related field.

> **Education Substitution:** Experience in crisis or disaster management, disaster preparedness, occupational safety and health, emergency management, analyzing and managing programs related to emergency preparedness, court security, disaster recovery, and/or continuity of operations planning may substitute on a year for year basis.

Experience: Seven (7) years of experience in interagency cooperation, emergency management, analyzing and managing programs related to emergency preparedness, court security, disaster recovery, and/or continuity of operations planning, of which two (2) years must have included supervisory experience.

> **Experience Substitution:**
> Professional certification related to emergency management or emergency/disaster preparedness from the Federal Emergency Management Agency (FEMA), the International Association of Emergency Managers (IAEM) or similar professional agencies may substitute up to two (2) years of the experience. Additional directly related education at the Master's degree level of thirty (30) semester credit hours or more may substitute for up to one year of experience.
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> **Supervisory Substitution:** 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 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: 06/18/2026, 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.