

NEW MEXICO JUDICIAL BRANCH

Administrative Office of the Courts Deputy Director (At-Will)

This job description is ILLUSTRATIVE ONLY and is not a comprehensive listing of all functions performed.

SUMMARY

Under administrative direction, plans, organizes and implements statewide administrative policies and services for the New Mexico Judicial Branch. Ensures efficient and effective administration in accordance with statutory requirements, and short and long range planning.

QUALIFICATIONS

Education: Bachelor's Degree in Public Administration, Business, Finance, Political Science, Criminal Justice, Accounting, Project Management, or related business field.

Education Substitution: None

Experience: Nine (9) years experience in public administration, business administration, court administration, finance, or related business field.

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.

A license to practice law in the State of New Mexico may substitute for up to four (4) years of experience.

Knowledge: Knowledge of judicial administrative principles, concepts, methods, trends and techniques; state legislative process; principles, practices and methods of consensus building, leadership, conflict resolution, negotiation and team oriented management; statewide initiatives promulgated by statute, the Governor and the Supreme Court; project reporting and tracking methods and techniques; negotiation techniques; policy development; legislative and budget processes and preparation; administration, customer support; Request for Proposal (RFP) process, and contracting.

Skill & Ability: **Skill in;** mentoring for professional and personal development; managing complex work assignments; communicating effectively both orally and in writing with diverse parties using technical and non-technical language; analyzing problems, particularly in stressful situations and achieving effective resolutions; developing policies and procedures; analyzing problems; budget analysis; policy development; application of human resources practices, rules and policies; overseeing and directing multiple projects simultaneously while meeting respective deadlines for those projects; multitasking, organizing and setting priorities; preparing and delivering presentations; negotiating contracts. **Ability to** identify alternative solutions, project the consequences of proposed actions and to

implement goals derived through a consensus; anticipate, assess and mediate complex and controversial issues and concerns; model professional, creative problem solving behaviors and attitudes; establish and maintain a position of leadership; form and foster cooperative relationships; ensure compliance with statutory deadlines and budgetary limitations; maintain confidentiality and use discretion in dealing with sensitive information; facilitate change; implement measures of accountability; listen well and communicate effectively with employees, members of the public, political and community leaders having varied educational backgrounds and values; understand judicial entity technology trends and issues; establish and maintain cooperative working relationships; manage time and resources effectively.

EXAMPLES OF WORK PERFORMED

Plan, organize and direct statewide Judicial Branch activities; administer strategic and tactical plans and maintain alignment of strategic objectives with the strategic direction of the Supreme Court; monitor and analyze state and federal legislation related to the judicial branch and testify at local legislative hearings; lobby for legislative support on behalf of projects and/or the Judicial Branch; prepare bill analysis to assess the impact of proposed legislation and assist in developing strategies for passage of legislation; direct formal planning, project management and performance measurement activities; engage in contract negotiations for AOC and courts statewide, maintenance agreements and contractual services; assist in the oversight of the unified statewide budget; prepare accurate reporting of AOC activities; participate in inter-agency, multi-branch meetings; serve on statewide or local committees; examine the fiscal matters and the state of the dockets of the courts; prepare and transmit to the Supreme Court statistical data and reports as to the business of the courts; decide or recommend decisions as required by the Director, personnel and disciplinary matters that require AOC action or approval; identify, study, evaluate and incorporated into appropriate long and short-range plans judicial administrative needs; establish AOC priorities; review proposed budgets submitted by courts; work with the AOC and the courts to assist them in identifying a clear mission, vision and shared values; assist in the development of the strategic plan for the judiciary; prepare and make oral presentations; address citizen complaints; prepare comprehensive status and statistical reports, rules and procedures manuals; attend local and national conferences to stimulate and share ideas and monitor trends; keep up to date with latest trends in court management locally and nationally.

WORK ENVIRONMENT AND PHYSICAL DEMANDS

The following functions are representative 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 often fast paced and stressful work environment in an office setting. Frequent travel will be required (valid drivers license required). The employee is expected to be punctual and to adhere to assigned work schedule. The employee must regularly interact positively with co-workers and the public; work under severe time constraints and meet multiple demands from several people. The work performed frequently requires the use of computers, repetitious hand, arm and finger motions as well as manual/finger dexterity. The employee must be able to walk, talk, hear, climb ladders, kneel, stoop; move, lift, pull and carry up to 25 pounds, be on call, work overtime and flexible work hours including weekends and holidays. The employee may be required to sit for long periods of time or stand for hours. The employee may be exposed to fluctuating building and outdoor temperatures and mental fatigue.

Rev: 7/88; Rev: 7/93; Rev: 6/95; Rev: 12/08; Rev: 10/4/13