

NEW MEXICO JUDICIAL BRANCH

PROJECT MANAGER

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

SUMMARY

Under administrative direction, manage the work to ensure satisfactory progress and completion of AOC or court projects that enhance the overall effectiveness of the judiciary; serve as primary client contact and team leader with overall responsibility for daily project operations, coordination, management and reporting. May report to a Court Executive Officer, Deputy Court Executive Officer, or to the Director of the Administrative Office of the Courts.

QUALIFICATIONS

Education: Bachelor's degree in any field.

Education Substitution: Experience in project management may substitute for education on a year for year basis.

Experience: Five (5) years of general experience in business management, project management or analysis.

Experience Substitution: None.

Knowledge: Knowledge of project management techniques to monitor and report compliance with project plans; state and federal grant compliance methods; meeting facilitation techniques; basic principles of budgeting, cost analysis and fiscal management; project budget preparation and tracking of projected and expended project funds; project status reporting; grant research and proposal writing techniques; English grammar, vocabulary and punctuation; court rules, policies and procedures, court structure, administration and operations, and case processing.

Skill & Ability: **Skill** in performing multiple tasks and managing several projects at one time; learning and adapting quickly to changing requirements, outcomes and surrounding events; anticipating and coordinating business impacts with other departments within one's own division and with other judiciary entities. **Ability** to work well with people from many different disciplines and varying degrees of experience; communicate effectively both orally and in writing; maintain confidentiality and use discretion in dealing with sensitive information and use initiative and independent judgment.

EXAMPLES OF WORK PERFORMED

Plan, organize, integrate and coordinate the work of AOC or court projects. Within a project, identify and analyze problems in court or AOC operations, practices and procedures; recommend and implement solutions; develop project plans using automated tools to monitor and report progress and problems; monitor, track and report on milestones and deliverables as required; determine needed resources and establish a team for project completion; assist with project budget review and forecasting; manage non-technical requirements and project staff for successful project completion; participate in strategic

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planning meetings; provide status, administrative and financial progress reports to supervisor as required; negotiate, monitor and coordinate activities of vendors involved in projects; facilitate communication between all parties involved in project implementation to ensure all clients and vendors are effectively working together; research and writes grant applications and secures, administers and oversees grant-funded projects; establish and maintain cooperative working relationships with judges, court administrators and other branches of government (state and federal); proactively solve problems to ensure milestones are met and projects are completed on time; conduct project post-mortem evaluations and develop recommendations to improve future projects; respond to requests from legislators for information/analysis concerning bills for a legislative session or special project; research and write legislative bill analysis/fiscal reports/ and make presentations to interim committees and other legislative bodies; manage customer relationships and work with peers to review projects. **May** provide leadership and training as necessary on a state and federal level to insure project goals and objectives are successfully met and hire, train, mentor, evaluate and discipline staff.

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 or court setting. 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 frequent use of computers, repetitious hand, arm and finger motions as well as manual/finger dexterity. The employee must be able to move, lift, pull and carry up to 25 pounds, work overtime and flexible work hours including weekends and holidays and travel occasionally.

The employee may be required to sit or stand for long periods of time, and exposed to fluctuating building temperatures.