

NEW MEXICO JUDICIAL BRANCH

SUPPORT SERVICES MANAGER

This job description is ILLUSTRATIVE ONLY and is not a comprehensive listing of all functions assigned to this position.

SUMMARY

Under direction, supervise and manage the work of purchasing and support services staff of two or more; perform purchasing; develop and monitor maintenance contracts, fixed assets and inventory control of furniture, equipment, forms and supplies for a court/judicial entity; oversee the maintenance of court/judicial entity building and grounds.

QUALIFICATIONS

Education: Bachelor's Degree in business or related business field.

Education Substitution: Relevant experience may substitute for education on a year for year basis.

Experience: Three (3) years experience in procurement, inventory control, contract management, facility management and/or building maintenance and basic accounting and two (2) years of supervisory experience.

Experience Substitution: None

Other: Completion of a post offer background check may be required.

Knowledge: Knowledge of supervisory techniques, coaching and performance evaluations; hiring, training, discipline and termination; computer software including financial systems, word processing and spreadsheets, information technology systems software and hardware; Generally Accepted Accounting Principles (GAAP); Governmental Accounting Standards Board (GASB); audit rules; budgeting rules and regulations; word processing, spreadsheets, database, inventory control, fiscal/financial, fixed asset software programs; building, audio/visual, fire, HVAC, plumbing, electrical, security systems and general contracting; telecommunications networks; federal and state employment laws; Americans with Disabilities Act; Public Records Act; OSHA; city, county and state building codes; generally accepted office practices, policies and procedures; Public Information Act.

Skill & Ability: **Skill in** training, supervising, evaluating and motivating staff; giving direction and mentoring subordinates; identifying and organizing resources; establishing priorities; negotiating contracts; monitoring vendor performance by utilizing quality control and price comparisons; handling complaints in a diplomatic manner; maintaining composure; multi-tasking; meeting deadlines under pressure; gathering information and report writing; statistical analysis and needs assessment; developing policies and procedures; and draft bid specifications. **Ability to** utilize a computer effectively in word processing, spreadsheets, database and inventory control and fixed asset software programs; monitor vendor performance by utilizing quality control and price comparisons; communicate effectively both orally and in writing with diverse parties; analyze personnel issues; analyze information and transfer in writing to professional services contract; listen and find solutions; solicit bids, proposals and explain bid procedure; prioritize and set objectives; work in high stress environment; compute straight line depreciation and the methodology for capital outlay.

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EXAMPLES OF WORK PERFORMED

Manage operations and supervise staff of the purchasing and support services division; develop, implement and oversee cost-effective procurement policies and procedures to include preparation of RFPs, processing bids and proposals, selection and writing of contracts; write contracts, Request for Proposals (RFPs), bid qualification forms and participate in selection of professional services contract vendors; approve furniture, supplies, office and maintenance equipment purchases and contractual services; troubleshoot equipment; oversee fixed assets; maintain supply inventory control, and sign maintenance; organize registration, travel plans and subscriptions and dues; develop and maintain policies and procedures for the purchasing and support services staff; provide customer service; perform cost benefit analysis; review of purchase documents and procurement card requests and modification of purchase orders; oversee coordinate and schedule furniture and equipment moves and special events with divisions and vendors; manage, assign and assist in completion of special projects; participate on administrative committees; act as back up to facility manager.

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 office or court environment. The employee is expected to be punctual and to adhere to assigned work schedule. Assigned work schedules may be flexible, to include days, nights, weekends and holidays and overtime may be required. The employee must regularly interact positively with co-workers, clients, the public, judges and justices; work under severe time constraints and meet multiple demands from multiple sources. The employee is frequently required to reach forward with hands and arms; lift, carry and/or move furniture and equipment, push or pull up to 50 pounds, perform repetitious hand, arm or finger motions, and regularly sit, stand, walk, kneel, stoop for long periods of time. The employee may be exposed to disturbing and/or hazardous court exhibits. Employee may be expected to climb a ladder, crawl on the floor or work in confined spaces. The employee may be exposed to fluctuating outdoor and building temperatures; hostile or violent situations that may arise when dealing with individuals involved in court cases or contagious health conditions. Travel may be required in the course of work (including meeting attendance and training) and a valid driver's license is required.