

NEW MEXICO JUDICIAL BRANCH
ADMINISTRATIVE OFFICE OF THE COURTS
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 a judicial branch. Manages the work and supervises the division level staff of the Administrative Office of the Court's (AOC). Ensures efficient and effective administration in accordance with statutory requirements; and short and long range planning.

QUALIFICATIONS

Education: Must be a graduate of a law school meeting the standards of accreditation of the American Bar Association; possess a license to practice law in the State of New Mexico.

Education Substitution: None

Experience: Extensive experience in management. The following specific experience must be included within the general experience requirements:

- experience managing staff through subordinate managers and supervisors;
- experience working with the legislative process, legislators and other professionals;
- experience negotiating and managing contracts;
- experience staffing and/or managing advisory committees;
- experience in policy and procedure analysis and development;
- experience applying human resources remedies to complex issues; and
- experience managing a complex/multi-funded budget.

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; supervisory techniques, coaching and performance evaluations; hiring, discipline and termination; legislative and budget processes and preparation; administration, customer support; Request for Proposal (RFP) process, and contracting.

Skill & Ability: **Skill in** supervising, evaluating and motivating professional staff; mentoring for professional and personal development; delegating and managing complex work assignments; communicating effectively both orally and in writing with diverse parties using technical and nontechnical language; analyzing problems, particularly in stressful situations and achieving effective resolutions; developing policies and procedures; analyzing problems; budget management; policy development; 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 delegate authority 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 for subordinate staff; 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; develop and implement measures of accountability; and 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; supervise and motivate subordinate managers; develop 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; direct formal planning, project management and performance measurement activities; develop, implement and maintain tracking and reporting systems to ensure managers and staff complete tasks satisfactorily; ensure technical resources are managed efficiently and technical solutions are implemented to meet needs of the judicial entities; oversee contract negotiations for AOC and courts statewide, maintenance agreements and contractual services; direct and oversee unified statewide budget; ensure accurate reporting of AOC activities; lead management team meetings and participate in inter-agency, multi-branch meetings; 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; ensure judicial administrative needs are identified, studied, evaluated and incorporated into appropriate long and short-range plans; establish priorities; assure distribution of available funds among courts; review, adjust and approve proposed budgets submitted by courts; and review and approve complex personnel decisions related to discipline and human resource policy; ensures that the AOC and the courts have a clear mission, vision and shared values; develops the strategic plan for the judiciary; review performance evaluations prepared by management staff; attend local and national conferences to stimulate and share ideas and monitor trends.

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.

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