

New Mexico Regulation and Licensing Department

Administrative Services

Division Director – 00003880

Position Description: The Administrative Services Division (ASD) of the New Mexico Regulation and Licensing Department (NMRLD) provides the operational infrastructure that supports the divisions in administering programs and services. ASD's aim is to maximize accountability of all funds received by the Department through efficient and well-designed business processes.

The Administrative Services Division (ASD) Director for NMRLD is a senior leadership position which oversees the financial stability and solvency for each Division of the agency. Specific functions the Director position will oversee are the following:

- Budget;
- Procurement;
- Accounting;
- Payments;
- Billing;
- Revenue Collection;
- Federal Grant Reporting, and
- Property and Material Management for the Department.

Essential Duties and Responsibilities:

The following duties are typical for this classification. Incumbents may not perform all the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

- Assume full management responsibility for all department services and activities including planning, organizing, and directing all internal support functions for all the divisions within the Administrative Services department; recommend and implement policies and procedures.
- Manage the development and implementation of departmental goals, objectives, policies, and priorities.
- Plan, direct and coordinate, through subordinate level staff, the Administrative Services Division's work plan; assign projects and programmatic areas of responsibility; review and evaluate work methods and procedures; meet with key staff to identify and resolve problems.
- Assess and monitor workload, administrative and support systems, and internal reporting relationships; identify opportunities for improvement; direct and implement changes.

- Select, train, motivate and evaluate assigned personnel; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline and termination procedures.
- Oversee and participate in the development and administration of the department budget; approve the forecast of funds needed for staffing, equipment, materials, and supplies; approve expenditures and implement budgetary adjustments as appropriate and necessary.
- Explain, justify, and defend department programs in front of legislative finance committees and other committees as necessary.
- Represent the Administrative Services Division to other departments, elected officials and outside agencies; coordinate assigned activities with those of other departments and outside agencies and organizations.
- Attend and participate in professional group meetings; stay abreast of new trends and innovations in the field of public administration, finance, and information services.
- Perform related duties as required.
- Knowledge of: Operations, services, and activities of the Administrative Services department. Principles and practices of state finance and accounting. Principles of information systems. State of New Mexico Model of Accounting Practices (MAPs). Principles and practices of program development and administration. Principles and practices of workers' compensation administration and regulations. Principles and practices of State Government level budget preparation and administration. Principles of supervision, training and performance evaluation. Pertinent federal, state, and local laws, codes, and regulations.
- Ability to: Manage and direct programs and activities of the Administrative Services Division. Develop and administer departmental goals, objectives, and procedures. Analyze and assess programs, policies and operational needs and make appropriate adjustments. Identify and respond to sensitive community and organizational issues, concerns and needs. Plan, organize, direct, and coordinate the work of lower-level staff. Delegate authority and responsibility. Select, supervise, train, and evaluate staff. Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals. Research, analyze and evaluate new service delivery methods and techniques. Effectively direct the work of others. Prepare clear and concise administrative and financial reports. Prepare and administer large and complex budgets. Interpret and apply applicable federal, state, and local policies, laws and regulations. Communicate clearly and concisely, both orally and in writing. Establish and maintain effective working relationships with those contacted in the course of work.

Please submit all resumes and questions regarding this position to Jennifer Vigil at Jennifer.Vigil@rld.nm.gov