

AODA DIRECTOR

Purpose:

This position performs a variety of administrative and managerial duties as the agency director for the Administrative Office of the District Attorneys.

Supervision:

Incumbent receives administrative direction from the elected District Attorneys. Incumbent supervises AODA staff.

Examples of Work Performed:

Incumbent plans, develops and executes administrative policy governing agency operations; implements, oversees, and evaluates agency management decisions and is responsible for multiple programs/projects; establishes agency accountability measures; participates in the preparation of documents for the office such as budgets, information technology plans, agency annual report; drafts legislation and testifies regarding legislative initiatives; oversees budgets involving multiple funding sources; and supervises agency staff.

Distinguishing Characteristics:

This is a management level position which involves the administration of a single agency. The incumbent acts on behalf of the New Mexico District Attorneys' Association, when so directed, and serves at the pleasure of the District Attorneys.

Working Conditions:

Work is performed in an office environment. Some physical effort and frequent travel may be required. May be required to work extended hours at certain intervals during the year.

Knowledge, Skills, and Abilities:

This position requires knowledge of the criminal justice system, public administration principles, office management practices, federal and state laws and regulations; effective writing and verbal communication skills, supervisory skills, analytical and decision-making skills; ability to plan and coordinate large scale projects involving numerous programs and individuals; ability to organize and prioritize workloads and manage multiple projects.

Requirements:

Bachelor's degree in public administration, criminal justice administration, or related field plus seven (7) years of work experience in administration, management, or related field, which must include two years supervision/administration experience.

Preferred Qualifications:

Law Degree, which must include two years supervision/administration experience.

[10.4.14.8 paragraph A NMAC-N, 6/30/2010]