



STATE OF NEW MEXICO
invites applications for the position of:

Los Lunas Community Program Director (DOH/LLCP #41208)

SALARY: \$37.09 - \$64.52 Hourly
\$77,147.20 - \$134,201.60 Annually

JOB TYPE: Permanent Position
OPENING DATE: 03/16/18
CLOSING DATE: 04/16/18 11:59 PM
DEPARTMENT: Department of Health
LOCATION: Los Lunas

JOB DESCRIPTION:

NEOGOV is currently working on a system update for applicants who use screen readers. If you are applying with a screen reader and need assistance, please contact Andrea Rivera-Smith @ 505-695-5606.

IMPORTANT NOTICE:

Attached resumes will not be reviewed or considered. You are required to include your work experience in the Work Experience section of your application. If you have previously included work history on a resume you must transfer your work history into the Work Experience section prior to submitting your application. For more information please visit our website: [Employment with the State of New Mexico](#)

Purpose of Position:

The Executive Director serves as Administrator for the Los Lunas Community Program, a community program and specialized, Intermediate Care Facility for Individuals with Intellectual Disabilities from the community and referred from the criminal justice system providing living supports, community supports, employment support and intermediate care with a person centered approach in an effort to promote independence. The Administrator is responsible for the day-to-day and after hour operations of the program and its staff including recruitment, hiring, and training of staff; oversight over accreditation, legal, and licensure compliance; management and oversight of the program budget, contracts, leases, loss prevention and risk management and property in collaboration with the Department of Health (DOH) Administrative Services Division; oversight of the quality of services; effective communication with internal and external parties to include the program Governing Body, the DOH Cabinet and Deputy Cabinet Secretaries, DOH management, legal counsel, court monitors, community leaders, state and private partners, advocates and legislators among others; The position is responsible for executive level managerial work with a direct impact on the agency mission.

THIS POSTING WILL BE USED TO CONDUCT ONGOING RECRUITMENT AND WILL REMAIN OPEN UNTIL POSITION HAS BEEN FILLED.

This position is a Pay Band 96.

CLASSIFICATION DESCRIPTION:**Executive Manager****MINIMUM QUALIFICATIONS:**

A Master's Degree in any field of study from an accredited college or university and twelve (12) years of executive level experience with a broad business strategy impact directly related to the purpose of the position defined by the agency at the time of recruitment. Any combination of education from an accredited college or university and/or direct experience in this occupation totaling eighteen (18) years may substitute for the required education and experience. A hiring agency will designate a portion of the required experience to include senior level executive management and/or specialized experience. Any required licensure, certification or registration shall be defined at the time of recruitment and will be in addition to the above requirements.

Employment Requirements:

Employment is subject to criminal background check and is conditional pending results. Must possess and maintain a valid Driver's License. Must possess and maintain a current Defensive Driving Certification from the State of New Mexico or must pass and receive a Defensive Driving Course Certification as a condition of continued employment.

Statutory Requirements:

If a Statutory Requirement is associated with a position in this Manager Category, it will apply.

SUPPLEMENTAL INFORMATION:**Benefits:**

Do you know what Total Compensation is?

<http://www.spo.state.nm.us/total-compensation.aspx>

Working Conditions:

Position will perform work in an office setting with exposure to visual/video display terminal (VDT) and extensive personal computer and phone usage. Lifting up to fifty (50) pounds may be required. Exposure to potentially violent individuals in a volatile situation requiring crisis interventions. Some in-state travel with the occasional overnight stay is required.

Conditions of Employment:

Working Conditions for individual positions in this Manager Category Level will vary based on each agency's utilization, essential functions, and the recruitment needs at the time a vacancy is posted. All requirements are subject to possible modification to reasonably accommodate individuals with disabilities.

Default FLSA Status:

Exempt. FLSA status may be determined to be different at the agency level based on the agency's utilization of the position.

Bargaining Unit:

Not Represented

Agency Contact Information:

Teresa Padilla (505) 827-0526

Link to Agency:

<http://www.health.state.nm.us/>

Applicant Help/How to Apply:

http://www.spo.state.nm.us/State_Employment.aspx

Los Lunas Community Program Director (DOH/LLCP #41208) Supplemental Questionnaire

- * 1. Please indicate the highest level of education you have **completed**. If you have responded that you have an education higher than a high school diploma or GED, you must attach a copy of your official/unofficial transcript(s) that clearly state the type of degree and date awarded/conferred, institution name, applicant name and is in a format that cannot be modified (edited). Your application WILL NOT be considered for further review if you have failed to provide this information.
- Eighth Grade
 - Tenth Grade
 - High School Diploma or GED
 - Associates Degree or Technical/Vocational Certificate
 - Bachelors
 - Masters
 - Juris Doctorate
 - Ph.D. / PsyD / Ed.D. / M.D. / D.O. / Doctorate
- * 2. How many years of experience do you have RELATED to the PURPOSE of this position? Please note that the purpose of this position is an extension of the minimum qualifications. Please review both the purpose of position and minimum qualifications before responding to this question. If you worked a part-time position (less than 40 hours a week) please be aware that your experience for this time period will be pro-rated. Additionally, if you have work experience that overlaps, you will only be credited for a maximum of 40 hours per week for that time period. Please note, that only related work experience will be considered.
- None
 - 3 months of experience
 - 6 months of experience
 - 1 year of experience
 - 2 years of experience
 - 3 years of experience
 - 4 years of experience
 - 5 years of experience
 - 6 years of experience
 - 7 years of experience
 - 8 years of experience
 - 9 years of experience
 - 10 years of experience
 - 11 years of experience
 - 12 years of experience
 - 13 years of experience
 - 14 years of experience
 - 15 years of experience
 - 16 years of experience
 - 17 years of experience
 - 18 years of experience

- * 3. Do you have experience following state and federal laws, rules, regulations, agency policies and procedures?
 - yes
 - no
- * 4. Do you have a minimum of eight (8) years management experience?
 - yes
 - no
- * 5. Please choose the level that best describes your familiarity with State Personnel Board Rules?
 - Beginner
 - Intermediate
 - Advanced
- * 6. Have you been involved in documenting and developing operational processes?
 - yes
 - no
- * 7. Do you have experience multi-tasking and prioritizing multiple projects (simple and complex) and meeting deadlines, with daily unanticipated changes?
 - Yes
 - No
- * 8. Do you have six (6) or more years of experience in guiding managers in progressive discipline issues in accordance State Personnel and Union guidance, rules, and policies?
 - Yes
 - No
- * 9. Do you have experience supervising a team tasked with implementing changes in process or procedure in response to industry standards?
 - Yes
 - No
- * 10. Have you been responsible for multiple projects and proactively interacting with internal staff or customers to directly influence and impact results?
 - Yes
 - No
- * 11. Do you have experience directing services in a developmental disability health field?
 - Yes
 - No
- * 12. I understand that I must attach transcripts if I have certified that I have an education higher than a High School Diploma or GED, which include the date and type of degree awarded, institution name, applicant name and is in a format that cannot be modified (edited). PLEASE NOTE: Attachments are NOT automatically attached to your application. You will need to select which documents to attach to each application. (The last 15 attachments uploaded are available for selection). I understand that my response to the experience question will be confirmed. I have included my related work experience in the Work Experience Section of my application. I understand that I must complete the Certificates and Licenses section of my application or attach proof of this license/certificate to my application if this position has a statutory requirement. I understand that my application will not be further considered if I fail to provide this required information and documentation at the time my application is submitted.
 - I understand

* Required Question