

Job Description

Job Title JTIP Program Manager (EDD #10101461)
Job ID 110638
Posting End Date 02/12/2020
Location Santa Fe
Full/Part Time Full-Time
Regular/Temporary Regular - PERM for State
Agency Economic Developmnt Department
Job Posting Type Standard Requisition

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Salary

<p>\$25.95 - \$45.15 Hourly</p><p><p>\$53,976 - \$93,918 Annually</p><p><p>This position is a Pay Band 85</p>

Interviews are anticipated to be conducted within two weeks of closing date.

Why does the job exist?

This position manages the Job Training Incentive Program (JTIP) and program staff.

How does it get done?

- This position will:
- * Manage JTIP staff and ensure deliverables are being met
 - * Provide program and fiscal administration
 - * Provide technical assistance for fund utilization
 - * Conduct public meetings
 - * Ensure due diligence on all programmatic deliverables

Who are the customers?

- * Economic Development Department staff
- * State of New Mexico and local governments
- * Local organizations and companies
- * Citizens of the State of New Mexico

Ideal Candidate

- The ideal candidate has experience in the following:
- * Program management including budget oversight
 - * Strong organizational skills and processes management
 - * Effective staff management and supervisory experience
 - * Robust verbal and written communication skills

Minimum Qualification

A Bachelor's Degree in Marketing, Economics, Economic Development, Business Administration, Finance, Public Administration, Historic Preservation, Communications/Journalism, Community Development, Urban Design, and/or Urban and Regional Planning from an accredited college or university and eight (8) years of professional level experience with a light strategic impact performing a combination of economic development, community development or economic development finance. A hiring agency will designate a portion of the required experience to include management, supervisory and/or specialized experience. Substitutions Apply. See Substitution Table below. Any required licensure, certification or registration shall be defined at the time of recruitment and will be in addition to the above requirements. Economic Development Certification (CED), National Development Council (NDC), or Economic Development Institute (EDI) Certification is preferred.

Substitution Table

These combinations of education and experience qualify you for the position:

| | Education | | Experience | | Education | | Experience |
|---|---|-----|------------------------|----|---|-----|------------------------|
| 1 | High School Diploma or Equivalent | AND | 12 years of experience | | High School Diploma or Equivalent | AND | 12 years of experience |
| 2 | Associate's degree in the field(s) specified in the minimum qualification | AND | 10 years of experience | OR | Associate's degree or higher in any field | AND | 12 years of experience |
| 3 | Bachelor's degree in the field(s) specified in the minimum qualification | AND | 8 years of experience | | | | |
| 4 | Master's degree in the field(s) specified in the minimum qualification | AND | 6 years of experience | | | | |
| 5 | PhD degree in the field(s) specified in the minimum qualification | AND | 4 years of experience | | | | |

- Education and years of experience must be related to the purpose of the position.
- If Minimum Qualification requires a specific number of "semester hours" in a field (e.g. 6 semester hours in Accounting), applicants MUST have those semester hours in order to meet the minimum qualifications. No substitutions apply for semester hours.

Employment Requirements

Must possess and maintain a valid New Mexico Driver's License. Must possess and maintain a current Defensive Driving Course Certificate from the State of New Mexico or must pass and receive Defensive Driving Course Certification as a condition of continued employment.

Working Conditions

Work is performed in an office setting with exposure to Visual/Video Display Terminal (VDT) and extensive personal computer and phone usage. Some sitting, standing, bending and reaching may be required.

Supplemental Information

Benefits:

Do you know what Total Compensation is? [Click here](#)

Agency Contact Information: Heather Vigil Clark (505) 827-0246, or email: HeatherV.Clark@state.nm.us
[Email](#)

For information on Statutory Requirements for this position, click the Classification Description link on the job advertisement.

Bargaining Unit Position

This position is not covered by a collective bargaining unit.