



Job Title: Committee Administrator

Effective Date: May 6, 2024

Department: Legislative Council Service

Reports to: Assistant Director for Drafting Services

Position Status: Part-Time Temporary Employee or Contractor

The Legislative Council Service (LCS), created by statute in 1951, is the legal drafting and research agency for the New Mexico Legislature. The LCS serves all members of the legislature in a nonpartisan and confidential manner without regard to political affiliation, seniority or leadership position. The LCS supports the legislature in the proper performance of its constitutional duties and works to uphold the legislative branch as a separate and coequal branch of government.

During the legislative interim, the LCS staffs approximately 17 legislative interim committees and is responsible for coordinating the work of the committees to ensure that the legislator members receive relevant factual and educational information on policy issues of concern.

Job Summary:

The Committee Administrator provides logistical and administrative support to one or more interim legislative committees under the direction and supervision of the Assistant Director for Drafting Services and committee staff.

Duties/Responsibilities:

- Finds and reserves meeting locations and arranges meeting logistics for one or more interim legislative committees.
- Communicates meeting notices, agendas and logistics to the committee membership.
- Confirms the participation of presenters and receives and publishes handouts from presenters.
- Performs administrative tasks in preparation for meetings, including calling legislators to confirm attendance.
- Maintains clear and frequent communication with interim legislative committee staff to ensure coordination of meeting planning activities.
- Coordinates with accounting staff on timely submission of time-sensitive financial documents for members.
- Conducts research as needed to carry out committee duties.
- Coordinates with LCS Information Systems staff, webcasting contractors and other LCS and Legislative Building Services staff in carrying out duties.
- Performs additional tasks and administrative duties as assigned by the LCS Director or the Assistant Director for Drafting Services.

Required Skills/Abilities:

- Ability to maintain neutrality and confidentiality in a political environment.
- Interest in public policy issues and the legislative process.
- Excellent verbal and written communication skills.
- Excellent interpersonal and customer service skills.
- Excellent organizational skills and attention to detail.
- Excellent time management skills with a proven ability to meet deadlines and prioritize tasks.
- Ability to work collaboratively with a team, as well as independently.
- Ability to function well in a, at times, stressful environment.
- Proficient with Microsoft Office Suite or related software.
- Proficient in conducting internet research.

Minimum Education and Experience:

- A combination of education and experience sufficient to demonstrate ability to perform the duties of the position.

Physical Requirements:

- The Committee Administrator will perform the services remotely and is required to have a reliable internet connection capable of interfacing with a virtual desktop infrastructure setup provided by the LCS.
- Possible prolonged periods of sitting at a desk and working on a computer.
- Some lifting and carrying of files, boxes and computer equipment is common.
- Generally, the services are to be performed during the work week, between the hours of 8:00 a.m. and 5:00 p.m.; however, occasionally working evenings, weekends or holidays may be required, depending on the needs of the committees supported.

Term:

This is a part-time position, and the number of hours needed to provide the services may vary from week to week, depending on the needs of the committees supported by the Committee Administrator. Services are to be provided approximately mid-June through early November 2024.

Compensation:

- Base compensation for this position is \$23.25 per hour.

Please send your resume, letter of interest and references to the Assistant Director for Drafting Services, Shawna Casebier, at shawna.casebier@nmlegis.gov.