

**Legislative Council Service
Office Administrator**

Reports to: LCS Director

INTRODUCTION

The legislative council service (LCS) is the central drafting, legal and policy research agency for the New Mexico legislature. LCS also serves the executive and judicial agencies and is the main point of contact for members of the public who are interested in legislative matters. The LCS is nonpartisan, and much of the agency's work is confidential. The primary job of each LCS employee is to help the agency meet the expectations of the people it serves and to maintain and enhance the integrity and effectiveness of the legislature and the legislative process.

SUPERVISION AND GUIDELINES

Under general direction, plans, coordinates and administers complex office and business operations. Exercises considerable judgment in establishing priorities, interpreting and applying state and federal laws, rules and regulations, agency policies and procedures, administrative manuals and established practices, and determining appropriate courses of action for non-routine operational matters. Serves as a resource to management and staff on administrative processes and requirements.

EXAMPLES OF WORK PERFORMED

- Provides advanced program and administrative guidance and operational support to the Director of Legislative Council Service.
- Defines, performs and coordinates systems analysis and development tasks to improve workflow and operating efficiency; evaluates existing operations, identifies operational or procedural issues, develops recommendations and implements approved changes.
- Coordinates complex projects and assignments involving multiple staff, functional areas, deadlines or stakeholders; tracks progress, resolves administrative issues and provides status information and recommendations to management.
- Reviews and analyzes operational information, records and reports to identify trends, discrepancies, compliance concerns and opportunities for improvement.
- Manages and coordinates complex calendars, scheduling and meeting activities for management and agency operations, including prioritizing competing scheduling demands, coordinating participants and availability, arranging meeting locations and technology, preparing and distributing agendas and supporting materials, communicating schedule changes, and coordinating follow-up on decisions, deadlines and action items.

- Plans and coordinates meetings, conferences and other administrative activities involving internal and external participants and anticipates logistical, informational and scheduling needs to support effective and timely outcomes.
- Serves as a central administrative resource and liaison among management, employees, vendors, contractors, governmental entities and others, as assigned. Maintains and safeguards confidential and sensitive information and records in accordance with agency requirements.

DISTINGUISHING CHARACTERISTICS

Employees in this role independently perform and coordinate complex administrative and operational work requiring broad knowledge of agency functions, policies, procedures and business practices. Work is performed with substantial independence within established objectives and requires judgment in prioritizing assignments, resolving non-routine issues and determining appropriate administrative processes.

Employees interact with management, team members, customers, vendors, contractors and other stakeholders to produce results consistent with the organizational structure and agency mission. Employees monitor processes and documentation for compliance with applicable local, state, federal and other regulatory requirements that affect business operations and recommend corrective or procedural action when appropriate.

Employees in this role coordinate and perform duties involving human resources, fiscal administration, information systems, investigations, procurement, contracts, records, administrative services and other business operations functions.

Responsibilities may include coordinating projects and deadlines; developing and maintaining procedures and internal controls; analyzing operational or financial information; preparing reports and recommendations; coordinating office resources and services; supporting implementation of agency initiatives; and providing guidance to staff regarding established administrative processes.

The Office Administrator may serve as a lead resource for administrative functions and may coordinate the work of other employees on projects or recurring processes without necessarily exercising formal supervisory authority.

MINIMUM QUALIFICATIONS

Associate Degree in Business Administration, Public Administration, Accounting, Finance, Management or a related field and four (4) years of progressively responsible experience in office administration, business operations, human resources and/or contract management; or a High School diploma or Equivalency and six (6) years of progressively responsible directly related experience. Relevant education may substitute for experience on a year-for-year basis, as determined by the agency.

WORKING CONDITIONS

Employees work in a professional office setting in the State Capitol. During legislative sessions, the agency is open seven days a week, long hours are the norm, and staff may be on-call depending on session demands. Travel and additional hours are sometimes required, more so for interim committee staff.

Legislative employees are exempt from the State Personnel Act. No overtime pay is provided to regular, year-round staff. Compensatory time is provided at the discretion of the LCS director for some of the additional time worked during session.

PHYSICAL REQUIREMENTS

Employees work in a general office setting, some lifting and carrying of files, boxes and computer equipment is common.

Classification and Compensation

The compensation range for the Office Administrator is \$67,795 to \$80,149. The position includes a comprehensive benefits package available to all state legislative employees.

Please complete the LCS application at www.nmlegis.gov/employment and attach your resume and letter of interest. Please feel free to email any questions to LCS.Employment@nmlegis.gov.