



NEW MEXICO LEGISLATIVE FINANCE COMMITTEE

Committee Services Coordinator

The **Legislative Finance Committee** is recruiting to fill the **Committee Services Coordinator** position. Working closely with the director the coordinator plans and helps organize committee agendas, member attendance, travel logistics, off-site venue selection and set-up, and produces an electronic record and transcribed minutes of the meeting. In-state travel is required. Other duties include records management, production of the General Appropriation Act, and general administrative office support.

The LFC makes budgetary recommendations to the Legislature for funding state government, higher education and public schools in addition to its accountability and oversight role. Eight senators and eight representatives comprise the LFC, with political parties represented in proportion to membership in each house of the legislature. The LFC maintains a permanent staff of fiscal analysts responsible for developing state agency budget recommendations and conducting policy analysis and oversight; economists who participate in the state's revenue estimating process; and program evaluators who develop, lead, and conduct independent program evaluations and special research studies.

Desirable Qualifications

Qualifications include high school diploma or successful completion of the general education development (GED) test and any combination of college education or administrative office support experience totaling five (5) years, with at least two years experience in reporting and recording board or committee meetings desirable. Excellent writing, organizational, and communication skills required. Experience in state government desirable.

Compensation and Reporting Relationship

Work is under the Director of LFC. This position is exempt from civil service law and is non-partisan. Annual compensation will be negotiated based on experience and includes a comprehensive benefits package available to all state employees.

Application Procedure

Persons interested in the LFC positions should submit the following information:

- 1) letter of interest specifically addressing the qualifications described in this announcement;
- 2) current resume; and a
- 3) list of professional references.

Application packages should be sent via email or regular mail to:

Annamae Montoya
Legislative Finance Committee
325 Don Gaspar, Suite 101
Santa Fe, NM 87501
annamae.montoya@nmlegis.gov
Fax (505) 986-4545

Application Deadline:
May 26, 2025

The LFC is an equal opportunity employer. Staff appointments are made without regard to race, color, religion, sex, national origin, political affiliation, age, disability, or other non-merit factors and solely on the basis of fitness for the job.