

Program Evaluation Manager

About LFC Program Evaluations: Program evaluation staff work is intended to provide decision makers with timely, accurate, and objective information from which they can make effective policy decisions. Staff conducts program evaluations to determine whether taxpayer expenditures are producing desired results; improve the efficiency and effectiveness of state government operations; and to determine whether policy alternatives could improve performance and save money.

General Description of Work and Position: Program Evaluation Manager is a Senior-Level Position that supervises and manages a team of staff to conduct program evaluations, special reviews and provide legislative support services. This position is expected to be able to lead large and complex projects, while supervising smaller projects and carrying out other administrative responsibilities. The position reports to the Deputy Director for Program Evaluation.

Examples of Specific Duties

1. Supervises and/or leads a team of staff conducting program evaluations, reviews and other assignments.
2. Perform thorough research and literature reviews using a variety of techniques, including reference library, Internet searches and contacting other states.
3. Perform analysis of agency spending, performance, compliance with laws and regulations, operational efficiency and effectiveness and organizational structure.
4. Perform analysis of laws, regulations, policies and their impact on agency spending and performance.
5. Document issues and findings in working paper format.
6. Prepares written conclusion and summary of results of analysis, recommendations and estimated fiscal impact of recommendations.
7. Provides supervisory review and quality assurance of projects' planning, field work, and written summaries/reports.
8. During legislative session supervise the audit the General Appropriation Act (House Bill 2) and analyze bills when assigned. **Late nights and weekends are required.**
9. Other administrative duties as assigned.
10. Communicate and interact with committee members, legislative leaders (if necessary) and other governmental officials.

Distinguishing Features

1) Ability to supervise and produce both quantitative and qualitative analyses of superior quality, and excel at documenting the work, writing the results and presenting the work to audiences ranging from their team members, executive agency heads to individual legislators and legislative committees. 2) Demonstrated skill with project management, research design, data collection, data analysis, and report writing. 3) Develop evaluation recommendations that improve performance, provide cost savings, and increase accountability. 4) Demonstrate the ability to use quantitative, financial, evaluation, and policy analysis methodologies and related software. 5) Demonstrate organizational and management skills and the ability to supervise and manage multiple projects and personnel.

Qualifications

Masters degree in business or public administration, economics, finance, social science, accounting, or other qualitative or quantitative analysis and research field. Management and supervisory experience, preferably in a public sector setting or conducting evaluation/performance auditing of governmental entities. Considerable knowledge of designing and executing research and evaluation methods; policy and budget analysis; governmental operations and finance; spreadsheet and database applications and statistical procedures, such as cost-benefit analysis. Strong analytic, written and oral communication skills essential.

Application Procedure

Persons interested in 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 three professional references.

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

Mr. Charles Sallee, Deputy Director
Legislative Finance Committee
325 Don Gaspar, Suite 101
Santa Fe, NM 87501
charles.sallee@nmlegis.gov
Fax (505) 986-4545

Application Deadline:
May 27, 2014
