



NEW MEXICO STATE PERSONNEL OFFICE
invites applications for the position of:

Administrative Operations Manager I-Environmental Science (NMENV #12103)

SALARY: \$24.47 - \$42.56 Hourly
\$50,897.60 - \$88,524.80 Annually

OPENING DATE: 03/11/15
CLOSING DATE: 04/10/15 11:59 PM
DEPARTMENT: Department of Environment
LOCATION: Santa Fe (City)

JOB DESCRIPTION:

IMPORTANT NOTICE:

Attached resumes will not be reviewed or considered. You are required to include your work experience in the Work Experience section of your application. If you have previously included work history on a resume you must transfer your work history into the Work Experience section prior to submitting your application. For more information please visit our website: [Employment with the State of New Mexico](#)

Purpose of Position

This position serves as the Program Manager of the Monitoring, Assessment and Standards Section (MASS) of the Surface Water Quality Bureau (SWQB). This position provides supervision to three teams that are responsible for developing State Water Quality Standards, monitoring surface water quality, and assessing surface water quality and developing Total Maximum Daily Loads (TMDL) documents for those waters that fail to meet standards.

This position is a Pay Band 85.

CLASSIFICATION DESCRIPTION:

[Administrative Operations Manager I - Environmental Science](#)

MINIMUM QUALIFICATIONS:

A Bachelor's Degree in any field of study from an accredited college or university and six (6) years of professional level experience with a tactical impact directly related to the purpose of the position defined by the agency at the time of recruitment. Any combination of education from an accredited college or university and/or direct experience in this occupation totaling ten (10) years may substitute for the required education and experience. A hiring agency will designate a portion of the required experience to include supervisory and/or specialized experience. Any required licensure, certification or registration shall be defined at the time of recruitment and will be in addition to the above requirements.

Employment Requirements:

Must possess and maintain a valid New Mexico Driver's License.

Statutory Requirements:

N/A

SUPPLEMENTAL INFORMATION:**Benefits:**

Do you know what Total Compensation is?

<http://www.spo.state.nm.us/total-compensation.aspx>**Working Conditions:**

Work in office setting. In-state travel required. Deadlines sometimes cause for longer days. Occasional work in a field or industrial setting required, including during inclement weather conditions.

Conditions of Employment:

Working Conditions for individual positions in this Manager Category Level will vary based on each agency's utilization, essential functions, and the recruitment needs at the time a vacancy is posted.

Default FLSA Status:

Exempt. FLSA status may be determined to be different at the agency level based on the agency's utilization of the position.

Bargaining Unit:

Not Represented

Agency Contact Information:

James Hogan, (505) 476-3671.

Link to Agency:www.nmenv.state.nm.us**Applicant Help/How to Apply:**www.spo.state.nm.us/applicationguide/#Scene005

APPLICATIONS MAY BE FILED ONLINE AT:

<http://www.spo.state.nm.us>

2600 Cerrillos Road
Santa Fe, NM 87505

Job #2015-01139
ADMINISTRATIVE OPERATIONS MANAGER
I-ENVIRONMENTAL SCIENCE (NMENV #12103)
AS

**Administrative Operations Manager I-Environmental Science (NMENV #12103)
Supplemental Questionnaire**

- * 1. Please indicate the highest level of education you have **completed**. If you have responded that you have an education higher than a high school diploma or GED, you must attach a copy of your official/unofficial transcript(s) that clearly state the type of degree and date awarded/conferred, institution name, applicant name and is in a format that cannot be modified (edited). Your application WILL NOT be considered for further review if you have failed to provide this information.

- Eighth Grade
- Tenth Grade
- High School Diploma or GED
- Associates Degree or Technical/Vocational Certificate
- Bachelors
- Masters
- Juris Doctorate
- Ph.D. / PsyD / Ed.D. / M.D. / D.O. / Doctorate

- * 2. How many years of experience do you have RELATED to the PURPOSE of this position? Please note that the purpose of this position is an extension of the minimum qualifications. Please review both the purpose of position and minimum qualifications before responding to this question. If you worked a part-time position (less than 40 hours a week) please be aware that your experience for this time period will be pro-rated. Additionally, if you have work experience that overlaps, you will only be credited for a maximum of 40 hours per week for that time period. Please note, that only related work experience will be considered.
- None
 - 3 months of experience
 - 6 months of experience
 - 1 year of experience
 - 2 years of experience
 - 3 years of experience
 - 4 years of experience
 - 5 years of experience
 - 6 years of experience
 - 7 years of experience
 - 8 years of experience
 - 9 years of experience
 - 10 years of experience
 - 11 years of experience
 - 12 years of experience
 - 13 years of experience
 - 14 years of experience
 - 15 years of experience
- * 3. Do you possess a valid New Mexico Driver's License?
- Yes
 - No
 - Not Applicable
- * 4. x20000-630 Do you have a minimum of two (2) years of supervisory experience?
- yes
 - no
- * 5. X40200-667 Do you possess a degree in the fields of science (e.g. hydrology, chemistry, biological science, limnology, environmental science, civil or environmental engineering, water resource management, geology, watershed science, soil science, etc.)?
- yes
 - no
- * 6. X40200-667 Do you have six (6) or more years of experience developing and managing surface water quality related projects in the fields of aquatic biology, watershed science, environmental science, surface water hydrology, geohydrology or another related or similar field?

yes no

* 7. Briefly describe when and how you obtained this experience. Please note if you answered "No" to the previous question, type "n/a" as your response to this question.

* 8. X40200-667 Do you have experience performing employee evaluations, establishing employee work objectives, goals and provide or recommend disciplinary actions?

 yes no

* 9. Briefly describe when and how you obtained this experience. Please note if you answered "No" to the previous question, type "n/a" as your response to this question.

* 10. X40200-667 Do you have any experience drafting or providing testimony to an administrative board or the courts on a water quality issue(s)?

 yes no

* 11. X40200-667 Do you have experience designing or creating databases that track water quality data?

 yes no

* 12. X40200-667 Do you have experience utilizing Microsoft Office 2010 for word processing and data entry/analysis?

 yes no

* 13. F2041S-667 Do have experience working in the field of water quality standards, applied those water quality standards to any regulatory work you have performed?

 yes no

* 14. I understand that I must attach transcripts if I have certified that I have an education higher than a High School Diploma or GED, which include the date and type of degree awarded, institution name, applicant name and is in a format that cannot be modified (edited). PLEASE NOTE: Attachments are NOT automatically attached to your application. You will need to select which documents to attach to each application. (The last 15 attachments uploaded are available for selection). I understand that my response to the experience question will be confirmed. I have included my related work experience in the Work Experience Section of my application. I understand that I must complete the Certificates and Licenses section of my application or attach proof of this license/certificate to my application if this position has a statutory requirement. I understand that my application will not be further considered if I fail to provide this required information and documentation at the time my application is submitted.

 I understand

* Required Question