



New Mexico Legislative Council Service Director

The New Mexico Legislative Council Service (LCS) seeks a director to oversee the day-to-day operations and strategic vision for the agency. The LCS is a permanent nonpartisan legislative agency serving all members of the Legislature. The LCS provides bill drafting and legal research for all legislators, the Governor, and state agencies and institutions. It provides impartial and accurate information, reports, and provides oversight for the Capitol building and grounds.

The director oversees the management team that supervises drafters, legal researchers, legislative library, information technology services for legislative staff and legislators, capital outlay, print shop, historians, accounting, and human resources for the Legislature, except for the Legislative Finance Committee and the Legislative Education Study Committee. The director coordinates with all legislative agencies to prepare the legislative branch's budget. The director also administers legal cases brought by and against the Legislature, the census redistricting process, ethics complaints, and requests for public records under the Inspection of Public Records Act.

The director oversees the Legislative Building Services management team that is responsible for the maintenance, safety, care, and preservation of the Capitol complex buildings and grounds. Oversight includes making and enforcing all rules and regulations for all persons in and around the Capitol.

The director serves in a non-partisan capacity and must maintain confidentiality. The director is responsible for the coordination and organization of the meetings of the Legislative Council, which is comprised of sixteen bipartisan, bicameral members, and is co-chaired by the Senate President Pro Tempore and the Speaker of the House.

Essential Qualifications:

- Juris doctorate degree
- Knowledge of the legislative process
- Ability to work under pressure and availability to work long hours, especially during legislative sessions
- Excellent oral and written communication skills
- Ability to establish and maintain positive working relationships with legislators, elected officials, staff, and the general public
- Maintain political impartiality
- Computer proficiency

Preferred Qualifications:

- 10 years of relevant experience
- 5 years of supervisory/leadership experience
- Bill drafting experience
- Proficient with information technology hardware and software, as well as a working knowledge of cybersecurity

Compensation:

The director works at the pleasure of the Legislative Council. Annual compensation ranges from \$114,000 to \$221,000 and will be negotiated based on experience and education. The position includes a comprehensive benefits package available to all state legislative employees.

Application Procedure:

Persons interested in applying for the Legislative Council Service Director position should submit the following information:

1. Letter of interest specifically addressing the qualifications described in this announcement;
2. A current resume;
3. A list of at least 3 professional references

Send all application materials to lcsdirectorsearch@nmlegis.gov.

Application Deadline: 5:00 pm MT on May 31, 2024