

**LEGISLATIVE EDUCATION STUDY COMMITTEE
DEPUTY DIRECTOR JOB DESCRIPTION**

Job Title: Deputy Director

Reports to: Director

Closing Date: April 28, 2019.

General Description: LESC is seeking a Deputy Director to oversee policy analysis, assist in direction and coordination of agency organization, as well as assist in supervision of staff. The candidate is required to have knowledge of the legislative process and experience in state government policy. Requires superior writing, research, communication, and editing skills; prior staff management skills; and experience with statistics and education, accountability, financial, and economic data. Knowledge of issues related to public school, public school finance, and colleges of education preferred. This is an at-will, nonpartisan position. Job requires in-state and overnight travel with limited out-of-state travel opportunities.

Duties and Responsibilities:

- Assist Director in the supervision of LESC employees;
- Assist Director in the development of the committee's interim work plan;
- Prepare and present findings of written reports to the Committee, including proposing statutory changes to improve educational outcomes;
- Assist in planning, preparation, and participation of LESC meetings, including compilation of committee records;
- Attend LESC, other legislative committees, and meetings with the executive, government officials, and other stakeholders;
- Work with executive agencies, school districts, schools, and other education stakeholders;
- Analyze education and fiscal policy decisions and legislation;
- Monitor and assist education committees during the legislative session;
- Respond to legislative requests as assigned; and
- Perform other duties as assigned by the Director.

Desired Qualifications: Successful candidate should have a master's degree or higher in education, public policy, political science, business, finance, economics, or a related field of study and six years of relevant professional experience.

Knowledge of the state education system, education policy and education finance, principles and practices of fiscal management, and state and federal laws governing education desired. Candidate should be able to analyze and interpret education data, conduct research, and evaluate education programs. Should have strong problem solving and analytical skills and be able to formulate policy recommendations. Proficiency in Microsoft Office programs, including Word, Excel, and Outlook required.

Must be able to work under pressure and meet tight deadlines in a fast-paced environment, initiate and manage projects independently, and balance multiple projects at once. Must possess excellent oral communication skills, superior writing and editing skills, and strong interpersonal skills, including the ability to work well on a team. Should be able to establish and maintain effective working relationships with legislators, associates, and the public. Must handle confidential matters in a trustworthy manner.

Send a letter of interest and résumé to the Legislative Education Study Committee, ATTN: Marissa Yniguez, 325 Don Gaspar, Suite 200, Santa Fe, New Mexico, 87501, or an e-mail to: Marissa.yniguez@nmlegis.gov.