

# District Office Liaison Job Description

The legislature seeks a District Office Liaison (DOL) to bridge information and management between district legislative aides, legislators, leadership offices and state legislative agencies. This new position will be responsible for assisting with the establishment of legislative district offices, including operations and administrative oversight, developing policy, creating and leading training, ensuring compliance and reporting.

The DOL will report to the respective Chief of Staff and is an exempt employee for the State of New Mexico, housed in the Legislative Council Services.

The DOL must maintain integrity and confidentiality and is responsible for coordination of training, employee management, technical assistance and evaluation of district legislative aides. The DOL will also assist with office space procurement.

## **Essential Qualifications:**

- Bachelor's Degree in a related field (public policy, management, human resource management, operations, communications).
- Diligent and firm with high ethical standards
- Outstanding communication and interpersonal skills
- Excellent organizational and leadership skills
- Knowledge of and experience working in the legislative process
- Ability to be self-directed and complete multiple tasks in a fast-paced environment
- 3-5 years of direct management experience
- Ability to establish and maintain positive working relationships with legislators, agency staff and the general public
- Computer proficient
- Ability to create and deliver training

## **Preferred Qualifications**

- Master's Degree in public management, business administration or human resources management
- Certification in Human Resources management
- Excellent knowledge of employment legislation and regulations
- Experience with the New Mexico legislature
- Talent in analyzing and forecasting staffing needs to ensure that all positions are filled with qualified candidates
- Experience in development and implementation of an employee evaluation process

## **Compensation:**

The DOL works at the pleasure of the respective leader. Annual compensation ranges from \$63,289 to \$99,762 and will be negotiated based on experience and education. The position includes a comprehensive benefits package available to all state legislative employees.

Please send your resume and letter of interest to [LCShiring@nmlegis.gov](mailto:LCShiring@nmlegis.gov)