



Job Title: Committee Coordinator

Department: Legislative Council Service

Reports to: Assistant Director for Drafting Services

Effective Date: June 1, 2023

Position Status: Temporary Employee

The Legislative Council Service (LCS), created by statute in 1951, is the legal drafting and research agency for the New Mexico Legislature. The LCS serves all members of the legislature in a nonpartisan and confidential manner without regard to political affiliation, seniority or leadership position. The LCS supports the legislature in the proper performance of its constitutional duties and works to uphold the legislative branch as a separate and coequal branch of government.

During the interim, May through December, the LCS staffs approximately 17 legislative interim committees and is responsible for coordinating the work of the committees to ensure that the legislator members receive relevant factual and educational information on policy issues of concern.

Job Summary:

The Committee Coordinator provides subject matter, logistical and administrative support to one or more interim legislative committees focused on particular policy areas. The Committee Coordinator serves as the primary point of contact for legislators and the public with regard to the committee staffed. Many legislative interim committees meet in locations throughout the state, and the Committee Coordinator will be required to travel to those locations as an essential component of providing the legislative interim committee coordination services.

Duties/Responsibilities:

- In cooperation with committee chairs and other LCS staff, plans committee meetings, including developing agendas, coordinating presentations and securing presenters.
- Finds and reserves meeting locations and arranges meeting logistics.
- Drafts and publishes official meeting documents, including work plans, agendas, minutes and final reports.
- Communicates meeting agendas, locations and logistics to the committee membership.
- Receives and publishes handouts from presenters, distributes meeting materials and maintains meeting files.
- Performs administrative tasks in preparation for meetings, including calling legislators to confirm attendance and assembling meeting folders for legislators and other committee staff.
- Responds to inquiries from legislative members, staff, agencies, lobbyists, advocates and the public regarding the work of the committee.

- Conducts research as needed to carry out committee duties and as requested by the committee or individual legislators.
- Attends meetings at the State Capitol and in communities throughout the state, as determined by the committee's work plan.
- Troubleshoots technical issues that arise at meetings, provides assistance to the committee membership at meetings and assists with setup before and cleanup after meetings.
- Coordinates with LCS Information Systems staff, webcasting contractors and other LCS and Legislative Building Services staff in carrying out duties.
- Performs additional tasks as assigned by the committee chair, the LCS Director or the Assistant Director for Drafting Services.

Required Skills/Abilities:

- Ability to maintain neutrality and confidentiality in a political environment.
- Interest in public policy issues and the legislative process.
- Excellent verbal and written communication skills.
- Excellent interpersonal and customer service skills.
- Excellent organizational skills and attention to detail.
- Excellent time management skills with a proven ability to meet deadlines and prioritize tasks.
- Ability to work collaboratively with a team, as well as independently.
- Ability to function well in a, at times, stressful environment.
- Proficient with Microsoft Office Suite or related software.
- Proficient in conducting internet research.

Minimum Education and Experience:

- A combination of education and experience sufficient to demonstrate ability to perform the duties of the position.

Physical Requirements:

- Possible prolonged periods of driving, sitting at a desk and working on a computer.
- Some lifting and carrying of files, boxes and computer equipment is common.
- Generally, working hours are Monday through Friday, 8:00 a.m. to 5:00 p.m.; however, lengthy hours are possible when preparing for, traveling to and from or attending committee meetings, including occasionally working evenings, weekends or holidays.

Please send your resume, letter of interest and references to the Assistant Director for Drafting Services, Shawna Casebier, at shawna.casebier@nmlegis.gov.