

Job Title: Project Coordinator**Department: Legislative Council Service****Salary: \$65,856 - \$104,687****Reports to: Assistant Director for Legislative Affairs****Effective Date: August 1, 2022**

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. LCS staff also draft legislation for executive, judicial and other state entities and serve as a central contact point for the public seeking information from the legislative branch. Employees work in a professional setting in the State Capitol. Travel within New Mexico is required during legislative interims. During legislative sessions, the LCS is available seven days per week, and long hours are the norm.

Supervision and Guidelines:

Work is under general direction once training is completed. Guidelines include state and federal laws, rules and regulations, agency policies and procedures and accounting manuals.

Job Summary:

The Project Coordinator drafts, reviews and administers contracts and serves as the Chief Procurement Officer for the LCS. The Project Coordinator assists the Assistant Director for Legislative Affairs with complying with the Inspection of Public Records Act and responding to requests for records pursuant to that act in a timely fashion and in compliance with other applicable laws. The Project Coordinator additionally monitors compliance with state laws and other requirements for legislative appointments to various boards and commissions and performs other tasks as assigned. The Project Coordinator works under the supervision of the Assistant Director for Legislative Affairs.

Required Skills/Abilities:

The Project Coordinator is responsible for various activities that must comply with laws, rules and policies. This includes maintenance of various time-sensitive effective dates and deadlines, e.g., contract expirations, board and commission appointments, response times, etc. The Project Coordinator must be able to work under stressful conditions.

Minimum Qualifications:

A juris doctorate degree or a master's degree, preferably in public administration, business administration, law or political science, is preferable, but not required. A bachelor's degree is required.

Physical Requirements:

Employees work in a general office setting. Some lifting and carrying of files, boxes and computer equipment is common.

Working Conditions:

Employees work in a professional office setting in the State Capitol. During legislative sessions,

the agency is open seven days per week, long hours are the norm and staff may be on-call depending on session demands. Travel and additional hours are sometimes required, primarily for interim committee staff.

Legislative employees are exempt from the Personnel Act and from the federal Fair Labor Standards Act of 1938. No overtime pay is provided to regular, year-round staff. Compensatory time is provided at the discretion of the LCS Director for some of the additional time worked during session.

Please send your resume and letter of interest to Amy Chavez-Romero at amy.chavez-romero@nmlegis.gov.