



644 Don Gaspar Santa Fe, New Mexico 87505 | 505.395.2668 | [www.ncnmedd.com](http://www.ncnmedd.com)

## Job Posting

**JOB TITLE** Deputy Director

**SALARY RANGE** \$85,000-\$115,000

### PURPOSE

This position supports the Executive Director through oversight of administrative functions, including the board of directors, policies and procedures, standard operating procedures and compliance, as well as special projects and new initiatives. The Deputy Director also maintains general knowledge of major programs and budgets.

### DUTIES & RESPONSIBILITIES

Duty	Percent of total
Responsible for board of directors, including membership, orientation, meetings and meeting materials.	30%
Develops, maintains, updates and ensures compliance with organizational policies and systems.	25%
Assists the Executive Director with program management and budgets.	25%
Assists the Executive Director with special projects and new initiatives	10%
Performs duties of the Executive Director as needed	10%

This position requires a highly organized, motivated, and responsible individual with exceptional administrative and writing skills. This position is based in the Santa Fe office and requires occasional in state and out of state travel.

### EXAMPLES OF WORK PERFORMED

#### Board of Directors

- Responsible for all board, Executive Committee, and subcommittee meeting notices, agendas and items, including action items and staff reports. Executive Committee meetings are held monthly, board meetings are held 4-5 times per year, NM Cares meetings are held 4 times per year, subcommittee meetings occur as needed.
- Schedules and handles logistics for all meetings.
- Ensures quorums for all meetings.
- Coordinates training and professional development for board members on topics such as the Government Conduct Act.
- Develops and distributes orientation packets to new members.
- Assists the Executive Director with new board member orientation as needed.

### **Policies and Systems**

- Recommends and develops systems and processes to improve operational efficiency and effectiveness.
- Reviews and recommends changes to the NCNMEDD Policy & Procedures Manual on an annual basis and as needed.
- Works with Directors and among departments to develop standard operating procedures for functions and programs.
- Assists Directors to train staff on standard operating procedures.
- Maintains knowledge of relevant laws and regulations as they pertain to NCNMEDD policies.
- Assists the Executive Director and Directors to ensure employee compliance with policies and systems.

### **Assist Executive Director**

- Serves in place of the Executive Director on an as needed basis, including all responsibilities contained in the Executive Director job description.
- Assists Executive Director with program and project oversight to maintain a general level of knowledge for the organization.
- Coordinates and follows up with Directors as directed.
- Assists Executive Director and Finance Director with the annual budget and quarterly budget monitoring.
- Assists the Executive Director with special projects or initiatives as needed.

### **Other**

- Develops and provides presentations.
- Maintains professional and technical knowledge by attending educational workshops, reviewing professional publications, participating in professional societies.
- Contributes to team efforts to accomplishing related results as needed.
- Other duties as assigned or necessary to meet the goals and objectives of NCNMEDD.

### **QUALIFICATIONS AND SKILLS REQUIRED**

- A minimum of fifteen years of direct experience and a bachelor's degree in a relevant field. A degree is required for this position and experience cannot be substituted for a degree.
- Experience with programs that serve older adults
- Excellent verbal, written and presentation skills
- Knowledge of evaluation techniques
- Advanced office and computer skills including Microsoft Office, particularly Excel, Word, Outlook, Power Point
- Ability to make good, sound judgement decisions
- Ability to assess and prioritize tasks, projects and demands
- Ability to work independently, prioritize tasks and meet deadlines
- Ability to exercise initiative and communicate effectively
- Knowledge of problem solving techniques
- Maintain effective working relationships with NCNMEDD staff, contractors, agency partners and Board members
- Ability to develop solutions to advance the effectiveness of operations and programs
- General knowledge of federal, state, and local regulations and policies
- Valid Driver's License

**SUPERVISORY RESPONSIBILITIES**

This position performs supervisory duties as directed by the Executive Director and in the Executive Director's absence.

**PHYSICAL DEMANDS**

This position requires basic physical demands for working in an office environment including sitting for long periods, using computers and other typical office equipment, driving a car/van, carrying documents, and walking.

**TRAINING**

Standard training for all employees will be applied to this position as well as any training deemed beneficial by management in the future.

**DECISION-MAKING**

This position requires the use of discretion and independent judgment with respect to matters of significance for the agency as well as typical decision-making responsibilities required in a day-to-day office working environment.

**COMMUNICATIONS**

Reports to the Executive Director and interacts with NCNMEDD employees and contractors, New Mexico state agencies and staff, federal agencies and staff, state and local elected officials, the public, and private and/or corporate entities.

**EQUIPMENT USED**

Typical office equipment will be used such as computers, calculators, phones, copier/printers, projectors, and cars/vans.

**WORK ENVIRONMENT**

This position will work in a standard, smoke-free, indoor office environment with other staff.

**CONDUCT**

NCNMEDD has a direct and vital impact on the quality of life for those we serve. Accordingly, the services we provide require honesty, impartiality, and fairness, and must be dedicated to the protection and promotion of the public health, safety, and welfare. As an employee and representative of the NCNMEDD and its Board of Directors, all personnel are required to exhibit and practice the highest standard of honesty and integrity and must perform under a standard of professional behavior that requires adherence to the highest principles of ethical conduct in all aspects of the position.

**APPLICATION DETAILS**

- Salary will vary based on education and experience.
- Position will remain open until filled.
- NCNMEDD provides Public Employee Retirement Association of New Mexico (PERA) retirement.
- Quality benefits package includes medical, dental, retirement and paid time off. Candidate selected for full-time employment must successfully complete all pre-employment screening and requirements prior to commencing employment.
- Applicants must complete NCNMEDD Employment Application at [www.ncnmedd.com](http://www.ncnmedd.com) and attach a letter of interest and a writing sample.
- Email [stephanyg@ncnmedd.com](mailto:stephanyg@ncnmedd.com) with any questions.

