

Posted: November 18, 2021



POSITION ANNOUNCEMENT

TITLE: DIRECTOR, EMRTC

DEPT: EMRTC

REG

TEMP

FULL TIME

PART TIME

STARTING RATE or SALARY RANGE Negotiable

Employees being promoted to a higher classified position receive the minimum for the position or a pay rate adjustment of 8% whichever is greater.

All regular positions also entitle the employee to several benefits including health, dental, vision, life insurance, and retirement which is largely paid by New Mexico Tech for the employee and dependents.

INTERNAL POSTING THROUGH: Concurrent CONSIDERATION WILL BE GIVEN FIRST TO TEMPORARY AND REGULAR TECH EMPLOYEES WHO APPLY WITHIN THE 7 DAY INTERNAL POSTING. APPLICATIONS RECEIVED AFTER THE 7 DAY POSTING MARGIN WILL BE CONSIDERED WITH OTHER OUTSIDE APPLICANTS.

JOB DUTIES:

Serves as Director of EMRTC with staff and line responsibilities for planning, developing, overseeing and directing the operation of the organization's research, test, and training programs. Directs the effective and efficient operation of functional elements of EMRTC. Provides general oversight and assists in the day-to-day activities of the Center, including all phases of management, operations and supervision of personnel, to ensure that the EMRTC's training and its research, development, test and evaluation (RDT&E) missions are fulfilled. Interacts directly with EMRTC users to ensure their requirements are satisfied and their objectives are successfully met. Provides advice, counsel, and direction to supervisors and employees on both work and administrative matters. Hears group grievances and serious disciplinary actions and disciplinary problems involving key employees. Reviews appraisals prepared by supervisors from a top-level organizational perspective to ensure uniform application of appraisal systems policies and procedures and consistency in the evaluation process. Makes final decisions regarding staff hiring and termination. Determines staffing levels required to fulfil operational needs. Approves or modifies recommended changes in operational methods and procedures. Oversees the work amongst the various elements of the Center and makes final decisions on practices and procedures. Oversees Safety and Security compliance and training. Manages staff and groups within EMRTC as needed. Prepares briefings and reports for NMT senior management. Oversees/Manages EMRTC budget, funding, and financial status. Provides strong leadership to build state-wide and national recognition to enhance business development as well as directs action to be taken to improve the Center's business posture and positions the organization to meet future challenges. Maintains technical contact with other organizations, contractors, university, etc. Exercises the full range of authority in management technical direction in the application of EMRTC policies, procedures, and operations. Performs other duties as assigned. This position requires frequent travel to meetings and conferences.

REQUIRED QUALIFICATIONS:

Master's degree required, area of study; Science, Math or Engineering, with at least ten (10) years' progressive experience in a research organization. Minimum of five (5) years' of progressively advancing technical, management and marketing and management experience; three (3) years of which shall be at the senior engineering management levels in energetic materials research development and testing or related technical areas required. Familiarity and experience with government grants/ contracts and procurement programs, particularly the Department of Defense, National/ Federal labs, Department of Energy and Department Transportation desired. Must have demonstrated skills and ability to communicate at tall levels and to solve interpersonal problems required. Strong leadership qualities and abilities to organize and manage contract research and development partnership with government and private industry required. Must be fully vaccinated for COVID-19.

Apply to: nmtjobapps@npe.nmt.edu OR NMT/ HR 801 Leroy Place Brown Hall Box 217, Socorro, NM 87801