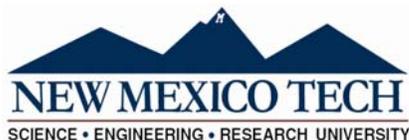


Posted: April 22, 2021



POSITION ANNOUNCEMENT

TITLE: OPERATIONS DIVISION DIRECTOR

DEPT: NCKRI

REG

TEMP

FULL TIME

PART TIME

STARTING RATE or SALARY RANGE \$63,000-\$77,000

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: April 30, 2021* 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:

Supervises and directs programs within the Institute's Operations Division, which include Administration, Advancement, Finances, Information Technology, and Publications/Graphics, as well facility maintenance. Assures that the operational framework of the Institute is fully effective in supporting the functions of the Institute's Technical Division, which fulfills the Institute's congressional mandates. Responsible for the proper execution of all operational processes, based on sound judgment and detailed knowledge of the Institute's policies, practices, and activities. Directs, trains, and coordinates with the Division's Program Directors, and when needed, assists with or conducts the work of the programs to assure the Institute's needs are met, which especially include financial and contract reviews, maintenance, and transactions, advancement activities to supplement the Institute's funds through outside sources, and production of high quality publications. As the Institute's needs change, proposes and develops new programs to meet or better meet those needs. This position is stationed at NCKRI's offices in Carlsbad, New Mexico.

REQUIRED QUALIFICATIONS:

Bachelor's degree preferred in Business Administration. Minimum of five (5) years' experience in business high level administration or related required. Strong background in finance, accounting, and business required. Strong leadership, communication, organization, project management, customer service, analytical and problem-solving skills required. Demonstrated abilities in financial planning and fiscal management required. Demonstrated knowledge of software applications used to quantify and illustrate complex financial reports, comparisons, impacts, and/or projections required. Knowledge of computerized information systems used in financial and/or accounting applications required. Ability to define problems, collect data, establish facts and draw valid conclusions. Ability to exercise effective and independent judgement required. Ability to lead advancement campaign required. Demonstrated ability to supervise and train employees including organizing, prioritizing, and scheduling work assignments; evaluating performance; and mentoring and coaching employees to achieve maximum productivity required. Ability to analyze and interpret data but also present findings in a professional, cohesive and concise manner to a variety of audiences. Knowledge of organizational structure, workflow, and operating procedures desired. Skills in examining and re-engineering operations and procedures, formulating policy, and developing and implementing new strategies and procedures required. Strong interpersonal and communications skill and the ability to work effectively with a wide range of constituencies in a diverse community desired.

Apply to: nmtjobapps@npe.nmt.edu OR NMT/ HR 801 Leroy Place Brown Hall Box 058, Socorro, NM 87801