



NEW MEXICO DEPARTMENT OF GAME AND FISH AGENCY DIRECTOR POSITION ANNOUNCEMENT

JOB DESCRIPTION: The New Mexico State Game Commission is seeking candidates to apply for the position of Director of the New Mexico Department of Game and Fish. The Director manages a Department of approximately 300 employees and an annual budget in excess of \$39 Million whose mission is to conserve, regulate, propagate and protect the wildlife and fish within the state of New Mexico using a flexible management system that ensures sustainable use for public food supply, recreation and safety; and to provide for off-highway motor vehicle recreation that recognizes cultural, historic, and resource values while ensuring public safety. The Director also serves as the secretary to the State Game Commission and is responsible for the management of legislatively authorized programs and the administration and enforcement of the laws and rules relating to Game and Fish.

The Director assists the State Game Commission in developing and implementing policies and rules that will result in achieving the Commission's and Department's goals, objectives and legislatively established performance measures. The Director is responsible for ensuring appropriate coordination and communication between the Commission, Department and the executive and legislative branches of state government, and professionally representing the Department in discussions and partnerships with other state, federal, tribal, and non-governmental organizations. The Director is responsible for overseeing the development and implementation of Department plans and policies and ensuring that the Department operates in a manner consistent with Chapter 17 of the New Mexico Statutes and all other applicable laws and rules.

LOCATION: Santa Fe, New Mexico

COMPENSATION: \$99,999 - \$120,000 Annual Salary (FLSA Exempt)

RECRUITMENT OPENING DATE: April 1, 2018

RECRUITMENT CLOSING DATE: June 1, 2018, at 5:00 PM
Mountain Standard Time (MST)

START DATE: November 1, 2018, subject to change and Commission approval

CORE DUTIES OF THE POSITION INCLUDE:

- Secretary to the State Game Commission which requires facilitating Commission meetings, among other things.
- Implementation of State Game Commission policies and directives in an effective and professional manner.
- Providing sound, well-informed, and balanced information to the State Game Commission members on a regular basis, daily if deemed necessary by the Commission, to assist and inform policy and rule-making dialogue.
- Establishment of positive working relationships with legislators and other governmental entities to ensure effective communication and awareness of Commission and Department initiatives, mission, and strategic objectives for the State's wildlife management and conservation programs.
- Oversight and responsibility for the conservation and management of state wildlife species as allowed by statute.
- Effective communication of executive and Commission policies, directives, goals, and expectations to Department employees to ensure clear understanding and accountability.
- Establishment of meaningful, professional, and positive relationships with all stakeholders interested in wildlife and related Commission and Department activities.
- Ensuring timely and thorough investigation and resolution to employee disputes and grievances within State rules and guidelines, including issuing final decisions on discipline.
- Oversight and responsibility for ensuring sound financial management practices are consistently and appropriately applied to the Department's budget in order to achieve and maintain long term fiscal sustainability for the agency.

ELIGIBILITY REQUIREMENTS

EDUCATION: To be eligible, applicants must hold a Bachelor's or higher degree from an accredited college or university. Preferred degrees are Agriculture Science, Animal Science, Biology, Ecology, Environmental Science, Fisheries Management / Science, Forestry Management, Natural Resource Conservation /Management, Range Science / Management, Wildlife Management, Zoology or similar field; degrees in Business, Administration, Law, Finance, Marketing, Criminal Justice or other non-natural resource related fields may be considered if an applicant has significant fish & wildlife-related management experience or equivalent experience.

EXPERIENCE: To be eligible, applicants must have at least six (6) years of experience in fish & wildlife or fish & wildlife-related management or equivalent experience. This experience must include leadership responsibilities, supervision, personnel management, policy development and budget management or equivalent experience. Leadership experience must include responsibility for the development, implementation or modification of objectives and goals in natural resource management.

Supervision and personnel management experience must include direct supervision of subordinate employees, resolving employee disputes, assigning work responsibilities to others and evaluating employee performance. Policy Development experience must include collaborating, developing or writing proposals to affect change or a desired outcome. Budget management experience must include responsibly overseeing fiscal resources and approving expenditures to accomplish outcomes and objectives.

CONDITIONS OF EMPLOYMENT: Applicant shall be subject to a thorough employment background check which shall include, but is not limited to, a criminal history, as part of the selection process. Applicant must be eligible to, and as a condition of continuing appointment, possess and maintain a valid New Mexico driver's license. Applicant must also be able to travel both within and outside the state, work irregular hours, weekends and on occasion - holidays. Additional verification or documents may be required as determined by the Chairman of the State Game Commission and/or the State Personnel Office. This is a government exempt position that serves at the discretion of the State Game Commission. Compensation is set collaboratively between the Chairman of the State Game Commission and other parts of state government deemed necessary.

TO APPLY: An applicant must submit the following by the June 1, 2018, 5:00 p.m. MST deadline:

1. Letter of Interest for the position of Director of Department of Game & Fish;
2. Résumé or Curriculum Vitae with detailed education and employment history;
3. College or University transcripts with clear indication of degree(s) awarded; and
4. Three (3) letters of recommendation.

Application may be submitted via e-mail in PDF format sent to:

Jacob.Payne@state.nm.us

Please enter “**Director Position Application**” in the subject line.

Application may be submitted via U.S. Postal Service mail to:

New Mexico State Game Commission
c/o New Mexico Department of Game and Fish
Attn: Attorney Jacob Payne, Director Search
P.O. Box 25112
Santa Fe, NM 87504

Application may be submitted via Direct Shipping or Hand Delivery (UPS, Fed Ex, etc.) to the following:

New Mexico State Game Commission
c/o New Mexico Department of Game and Fish Attn:
Attn: Attorney Jacob Payne, Director Search
1 Wildlife Way
Santa Fe, NM 87507

Applications will NOT be considered if received after 5:00 PM MST, June 1, 2018. A postmark on or before June 1, 2018, is not sufficient; actual receipt on or before 5:00 PM MST, June 1, 2018, is required.

For questions about the application process please contact Attorney Jacob Payne at 505-476-8026.

Applicants selected for interview will be expected to interview one or more times in-person at their own expense in the State of New Mexico after June 1, 2018, possibly on short notice. Not every applicant will be selected for interview; the Commission will determine in its discretion which applicants it wishes to interview.

The State of New Mexico is an Equal Opportunity Employer dedicated to the policy of non-discrimination in employment. Any applicant shall have the opportunity to compete for the Director position without regard to race, color, religion, sex, national origin, ancestry, age, marital or veteran status, gender identity, sexual orientation or the presence of a mental or physical disability or any other legally protected status.

In compliance with the Americans with Disabilities Act, the State will provide reasonable accommodations to qualified individuals and encourages prospective employees and incumbents to discuss potential accommodations with the Department.