

General Counsel, New Mexico Energy, Minerals and Natural Resources Department

About the Office:

This position serves as the General Counsel for the New Mexico Energy, Minerals and Natural Resources Department (EMNRD). The General Counsel reports to the Cabinet Secretary of Energy, Minerals and Natural Resources and supervises and manages the legal personnel and activities within the EMNRD Office of General Counsel, who support work across all EMNRD divisions. The General Counsel is a member of the agency's senior staff, regularly coordinating with others in the Office of the Secretary (OFS), EMNRD Division Directors and senior staff, and the Office of the Governor.

EMNRD strives to become a national model for an energy and natural resources agency with deep policy expertise, transparent processes, and a cohesive mission that balances conservation and development. EMNRD contains six divisions: Energy Conservation and Management, Forestry, State Parks, Oil Conservation, Mining and Minerals, and Administrative Services. The department has over 500 full-time employees working in Santa Fe and in field offices and state parks across the state.

Job Description:

This position serves at the pleasure of the Governor of the State of New Mexico through the Secretary of EMNRD and is located at EMNRD's headquarters in Santa Fe, NM. Duties include, but are not limited to:

- Supervise and manage the Office of General Counsel staff in providing legal advice to OFS and EMNRD divisions and coordinating on legal matters with other state and federal agencies. Legal advice covers the full range of EMNRD operations and programs, including rule making and policy development.
- Supervise external counsel and contractors, as applicable.
- Oversee litigation, contracting, and employment matters involving EMNRD.
- Provide expert legal, contractual, policy, and programmatic advice to the Secretary and other EMNRD executive staff grounded in relevant law and EMNRD operations and programs.
- Represent EMNRD in legal matters, both internal and external.
- Interpret executive and legislative orders, rules, regulations, and statutes relevant to EMNRD.
- Coordinate EMNRD's legislative review and engagement duties, including drafting of fiscal impact reports, confidential bill analyses and assisting with the preparation of legislation that helps advance both the administration's priorities and EMNRD's mission.
- Ensure that the Office of General Counsel activities align with administration priorities and EMNRD's mission.

Ideal candidates for this position will have the following preferred qualifications:

- Significant legal experience, preferably related to energy, minerals, or natural resources, and administrative law (either at the state or federal level).
- Demonstrated management and supervisory skills, such as recruiting, hiring, training, managing performance and conduct, assessing and assigning workloads, coaching, and mentoring.
- Demonstrated ability to analyze complex matters and appropriately identify legal and policy issues. Excellent written and oral communication skills.

- Demonstrated ability to interact successfully with employees from diverse personal and professional backgrounds, senior Administration officials, and members of the public.
- Ability to develop and maintain strong, collaborative relationships at all levels.
- Demonstrated ability to analyze, revise, and implement legislation and amendments, regulations, and policies.

Minimum Qualifications:

- Applicants must have a J.D. degree from an accredited school of law and have at least five (5) years of experience in the practice of law;
- Applicants must either be (i) an active member of the New Mexico bar, (ii) qualified to apply for a limited practice license (Rules 15-301.1 and 15-301.2 NMRA), or (iii) admission by motion (Rule 15-107 NMRA); and
- Applicants must have a minimum of two years of legal, or equivalent, supervisory experience.

Salary: \$115,000-\$125,000

Travel: Occasional travel may be required

Application Process: To apply applicants must submit: (i) their resume and a cover letter that highlights their interest in the position and addresses in detail how they meet the qualifications above, and (ii) at least three professional references with contact information. A writing sample may be requested. Selected applicants will be subjected to background checks and other pre-employment screening.

Please submit complete applications via email to Ms. Lois C. Pedro at loisc.pedro@emnrd.nm.gov. Please clearly identify in the subject line the position for which you are applying.