

State of New Mexico
Energy, Minerals and Natural Resources Department

Michelle Lujan Grisham
Governor

Sarah Cottrell Propst
Cabinet Secretary

Todd E. Leahy, JD, PhD
Deputy Cabinet Secretary

Office of the Secretary



State Parks Division Director Job Description

The Energy, Minerals and Natural Resources Department (EMNRD) seeks a Director for its State Parks Division. The ideal candidate will be an experienced, inspiring, and effective manager who can oversee a diverse 35-park system and its complex budget, while creating an environment within the State Parks Division that fosters inclusivity, respect, teamwork, and a commitment to excellence.

Outdoor recreation is a major economic driver in New Mexico. New Mexico currently has 35 state parks that welcome between three and five million visitors annually. Whether visitors enjoy camping, hiking, boating, skiing, swimming, hunting, fishing, or interpretive programming, New Mexico State Parks offer something for everyone. In our parks, visitors find a healthy and affordable way to explore and enjoy nature, create memories, and connect with the state's heritage through interpretive centers, events, and exhibits.

Duties:

The Director serves at the pleasure of the Governor of the State of New Mexico and reports to the Cabinet Secretary of the Energy, Minerals and Natural Resources Department.

Responsibilities of the position include:

- Determine the vision, budget, and staffing for the Division, in consultation with the EMNRD Office of the Secretary and the Office of the Governor, as appropriate.
- Serve as the Division's primary point of contact for the EMNRD Cabinet Secretary and EMNRD senior staff, as well as externally with federal, state, private, and non-profit partners.
- Oversee management of all elements of the state park system:
 - The Design and Development Bureau oversees all state and federal capital expenditures throughout the park system. Annual capital expenditures average approximately \$7 million.
 - The Field Operations Bureau is responsible for all aspects of field management for 35 parks and five regional offices.
 - The Law Enforcement and Boating Bureau staff provide trainings, certifications, and equipment to support the program.
 - The Field Support Bureau coordinates the business enterprise, Land and Water Conservation Fund, safety, education, and volunteer programs.
- Manage the budget and overall financial health and security of the NM State Parks Division. Current operating budget is \$24.8 million.

- Coordinate the citizen-based advisory system, facilitating the Parks Advisory Board meeting process.
- Strengthen and maintain relationships with the Governor's Office, state legislators and legislative committees, congressional members, tribes, county and city officials, community organizations, special interest groups, advisory groups, and constituents.
- Negotiate complex agreements and partnerships with tribes, local municipalities, state and federal agencies, and others.

Additional Details:

The position is located in Santa Fe, New Mexico.

If you meet the minimum qualifications listed below and want to lead an outstanding organization, we hope you will apply.

The salary will be in the range of other EMNRD division directors, depending upon qualifications.

This posting will remain open until filled. It is in the candidate's best interest to apply before May 3, 2021 when a first review of applicants will be completed. The hiring authority reserves the right to fill this position at any time after that date without notice.

Qualifications:

REQUIRED EDUCATION AND EXPERIENCE:

- Bachelor's degree.
- Five (5) years of experience leading and directing senior-level managers.

PREFERRED EDUCATION AND EXPERIENCE:

- Bachelor's degree or higher in natural resource management, park management, outdoor recreation, public administration, or business administration.
- Management experience in natural resources or historic preservation organization(s) (e.g., parks, outdoor recreation, public lands, land conservation, museums).
- Leadership experience in an organization's diversity, equity, and inclusion efforts.
- Management and leadership experience in state, local or regional government, including budgeting, human resources (including unionized employees), public engagement, and working with elected officials.
- Management experience in organization(s) with employees working from widely dispersed locations.
- Experience working with Native American tribal governments and their representatives.

HOW TO APPLY:

To be considered, please submit the following materials to Ms. Lois Caroline Pedro at LoisC.Pedro@state.nm.us

You must attach in your application package the following:

- **Letter of Interest explaining what makes you a competitive candidate for this opportunity.**
- **Current resume detailing your education and experience.**
- **Three (3) professional references.**

If you have questions, please call Ms. Lois Caroline Pedro at 505.476.3200