

Chief of Staff

The New Mexico Public Regulation Commission (NMPRC) seeks a Chief of Staff - an “at will” position serving its Commissioners and staff - to provide administration of operations.

Position reports to Commissioners. Position performs management functions and provides administrative oversight of agency mission and goals. Position provides counsel to Commissioners on operations. Other duties include: ensuring successful operation of agency divisions, directing administrative activities for agency divisions, providing oversight of agency budgets.

Position analyzes and makes recommendations to Commissioners on legislative initiatives and represents Commissioners in legislative matters related to operation and regulatory authority of the agency.

Position is responsible for final decisions in personnel matters, including discipline and hiring. Position attends open meetings and provides reports and recommendations to Commissioners on administrative matters.

Position conducts meetings for daily operations of agency, ensures deadlines are met to comply with federal and state laws and rules and regulations related to daily operation of the agency.

Position supervises Division Directors and a Management Analyst, and participates in committees, statewide outreach for Commissioners, and agency task forces. Bachelor’s degree in Business Management, Public Administration or related area required, and five (5) years of management experience in the public or private sectors. Experience may be substituted for education. The chosen candidate should foster a “teamwork” approach and be able to interpret and enforce policies and procedures consistently. Salary: \$75,418.52-\$130,000 per year plus benefits. Salary based on education and experience. The State of NM is an EOE Employer.

Applicants may email or mail their resume to Rene Kepler at Renes.Kepler@state.nm.us, or mail to NMPRC Attn: Human Resources P.O. Box 1269, Santa Fe, NM 87504-1269.