

New Mexico State University
Professional Position Description

POSITION TITLE: Division Director, NMDA

POSITION SUMMARY: To direct and manage a multi-program division that involves New Mexico's industries and consumers.

KEY DUTIES AND RESPONSIBILITIES:

- Supervise, direct, delegate, and evaluate work of assigned staff.
- Direct and participate in the specialized function of a designated field of NMDA responsibility, with appropriate state, federal, and community representatives.
- Supervise expenditures of allocated funds.
- Recommend priorities for development or commitment of federal, state, or private resources.
- Supervise evaluation of program effectiveness and development of program files; train and supervise subordinate office and field staff of professional, technical, and clerical personnel.
- Maintain liaison with appropriate organizations to assure understanding and appreciation of mutual objectives and problems.
- Maintain a uniformity of procedures used by division in areas such as: inspection techniques, issue of stop sale, or violation notices.
- Perform related duties as required.

QUALIFICATIONS:

Knowledge of: University and department policies and procedures; livestock and agricultural sector in New Mexico and the United States; regulated industries; principles and practices of organization and administration; principles of supervision, training, and performance evaluation; thorough background in specialty areas included in division responsibilities. (Refer to advertised position announcement for specific qualifications for any one position.)

Skill in: Short- and long-range planning; problem analysis and resolution; report preparation and presentation; public contact and relations; research methods.

Ability to: Direct, evaluate, train, and supervise the work of assigned personnel; communicate effectively in written and oral form; maintain accurate and orderly records; develop and maintain effective working relationships; use independent judgment and initiative; analyze and evaluate information.

REQUIRED EDUCATION EXPERIENCE:

A typical way to obtain this knowledge, skill and ability would be:

- Master's degree in a related field
- More than 7 years experience