

New Mexico State University
Professional Position Description

POSITION TITLE: Assistant Division Director, NMDA

POSITION SUMMARY: To provide leadership to specific division programs and to help direct and manage a multi-program division that involves New Mexico's industries and consumers.

KEY DUTIES AND RESPONSIBILITIES:

- Supervises, directs, delegates, and evaluates work of assigned staff.
- Oversees division activities in division director's absence.
- Directs and participates in the specialized function of a designated NMDA activity.
- Coordinates programs and activities, within a designated field of NMDA responsibility, with appropriate state, federal, and community representatives.
- Recommends priorities for development or commitment of federal, state, or private resources.
- Supervises evaluation of program effectiveness and development of program files; trains and supervises subordinate office and field staff of professional, technical and clerical personnel.
- Maintains liaison with appropriate organizations to assure understanding and appreciation of mutual objectives and problems.
- Performs 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 the written and oral form; develop and maintain effective working relationships; maintain accurate and orderly records; use independent judgment and initiative; organize and direct several activities; analyze and evaluate information.

REQUIRED EDUCATION AND EXPERIENCE:

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

- Bachelor's Degree in a related field
- More than 7 years of experience