



State of New Mexico  
Classification Description

---

**ADULT PROTECTIVE SERVICES (APS) REGIONAL MANAGER**

---

**General Summary**

This position is responsible for managing the daily staff operations of a Regional Adult Protective Services field office.

**APS Regional Manager**

**Jobcode: G3017**

**Pay Band: SI**

**FLSA Status:** FLSA status may be determined to be different at the agency level based on the agency's utilization of the position.

***Distinguishing Characteristics***

This is the Management level of the Adult Protective Services Series.

***Recommended Education and Experience for Full Performance***

Master's degree in social work, criminal justice, psychology, or related social science field from an accredited college or university plus six (8) years of social work, protective services, or any combination of social services delivery experience, including social work or case management experience, behavioral health and/or health care experience, of which four (4) years must have been in supervisory or management capacity as it pertains to the essential duties and responsibilities of the classification.

***Minimum Qualifications***

Bachelor's degree in social work, criminal justice, psychology, or related social science field from an accredited college or university plus six (6) years of social work, protective services, or any combination of social services delivery experience, including social work or case management experience, behavioral health and/or health care experience, of which two (2) years must have been in supervisory or management capacity. A Master's Degree in Social Work, Psychology, Guidance and Counseling, Sociology, Criminal Justice, Criminology and or Family Studies may substitute for the required education and two years of the non-supervisory experience as it pertains to the essential duties and responsibilities of the classification.

***Essential Duties and Responsibilities\****

- Manages daily operation of local county office in compliance with federal national standards and performance based budget measures.
- Provides consultation, direction to and oversight of area supervisors to monitor office practice and to develop and implement program improvement plans to improve outcomes for children and families.
- Use management information reports and Quality Assurance information to monitor practice and develop performance improvement plans.
- Oversees the work of county office staff to ensure adherence to policies and procedures and takes action as necessary to provide compliance.
- Develops and maintains a positive relationship with staff, other agencies and community partners.
- Adheres to administrative management principles in the areas of budget, personnel and general office management.

---

**Bargaining Unit:**

**Statutory Requirements:** N/A

**Conditions of Employment:**

**Working Conditions:**

## ADULT PROTECTIVE SERVICES (APS) REGIONAL MANAGER

Work is performed in an office setting; late hours, weekends, on-call and callback work may be required. Will be exposed to regular periods of video display terminal and keyboard usage and stressful situations. Travel may be required. Possible exposure to irate clientele. Incumbent will work under stress and frequent time constraints.

**Established:** 10/23/2015

**Revised:** 10-18-2019 (pay band code change)

*\*Essential Duties and Responsibilities are intended to be cumulative for each progressively higher level of work. The omission of specific statements does not preclude management from assigning other duties which are reasonably within the scope of duties. Classification description subject to change. Please refer to SPO website ([www.spo.state.nm.us](http://www.spo.state.nm.us)) to ensure this represents the most current copy of the position.*

---