LEGISLATIVE EDUCATION STUDY COMMITTEE

STATE OF NEW MEXICO

LEGISLATIVE EDUCATION STUDY COMMITTEE

State Capitol North, 325 Don Gaspar, Suite 200
Santa Fe, New Mexico 87501
Phone: (505) 986-4591 Fax: (505) 986-4338

For Immediate Release
August 4, 2015

Contact: LESC Staff
505-986-4591

LEGISLATIVE EDUCATION STUDY COMMITTEE
LAUNCHES STATEWIDE SEARCH
FOR NEW DIRECTOR

Santa Fe, NM – The Legislative Education Study Committee (LESC), the permanent, bipartisan, bicameral interim education committee of the New Mexico Legislature, has begun the process to hire a new director following an announcement that the current LESC Director, Frances Ramírez-Maestas, plans to retire at the end of the year. According to the LESC Chairman, Representative Dennis J. Roch, “this search will be conducted throughout New Mexico, and the committee is confident that our statewide search will identify a new director who can help us continue the committee's long and successful history.”

Information about the LESC can be found in Sections 2-10-1 through 2-10-5 NMSA 1978, and the Staff Director job description is provided at the end of this release.

Each interested individual shall submit:

- a letter of interest;
- a resume and/or CV;
- available start date; and
- a list of three to five references (not letters of recommendation).
Submissions must be delivered no later than September 4, 2015, in a sealed envelope to:

Raúl E. Burciaga, Director
Legislative Council Service
490 Old Santa Fe Trail, Suite 411
Santa Fe, NM  87501

To receive confirmation of receipt of your application, please include a separate request to Mr. Burciaga who will confirm receipt.

Please be advised that materials received in response to this solicitation are subject to the Inspection of Public Records Act (IPRA) and may therefore not be kept confidential.

The selection process may include an initial screening and one or more interviews. The finalist will be selected by the voting members of the committee.

# # # #
Legislative Education Study Committee
Job Description

Job Title: Director

Reports to: Committee Chair, Vice-Chair, and Committee Members

General Purpose:
Is responsible for the direction, coordination, and organization of the LESC staff, research-related activities, and the general function of the office.

Duties and Responsibilities:

1. supervises all LESC employees;
2. assists the chair and the LESC in developing a workplan for the interim;
3. assigns research topics to research analysts;
4. reviews and approves research topics conducted by analysts for the LESC;
5. develops the budget and oversees all budgetary expenditures of the office;
6. screens, approves, assigns, and prioritizes all work requests from legislators;
7. assists the chair in developing agendas for LESC monthly meetings;
8. serves as liaison between the committee and other appropriate education agencies and/or organizations;
9. conducts staff and in-service meetings;
10. attends and participates in meetings, workshops, budget hearings, and other necessary functions on behalf of the LESC or pursuant to statute;
11. serves as a consultant on all education-related issues for the LESC and other legislators;
12. oversees the development of the LESC proposed legislation for each session;
13. reviews all LESC proposed legislation;
14. ensures that legislation is drafted as required by the LESC;
15. during the legislative session, assists chairs of Senate Education and House Education with all public school-related legislation as well as the funding of public school support; and
16. performs other related duties as assigned by the committee.