

NOW HIRING

Administrative Services Division Director



ECECD is seeking an **Administrative Services Division (ASD) Director** is an executive leadership role who oversees the operational infrastructure of the Early Childhood Education and Care Department (ECECD); directs significant and complex financial services that include: procurement/purchasing, grants, accounts payable, submission and implementation of the agency appropriation request and operating budget in compliance with state and federal rules, regulations, and statutes.

The ASD Director also directs agency facility matters, property leases, human resources and background checks. The ASD Director works collaboratively with the General Services Department on operational matters in support of the agency's mission, vision, and five-year strategic plan. The ASD Director establishes best practices, policies, and procedures; provides sound recommendations to the Secretary and works closely with executive leadership to establish overall department goals, priorities, and policies; is responsible for legislative interaction; and serves as department representative on assigned issues.

The ideal candidate has extensive financial and budget experience in New Mexico state government; executive level experience in strategic planning; demonstrate strong experience in collaboration and problem solving, excellent written and oral communication skills; experience in preparing fiscal impact reports for legislative proposals; experience with the preparation and building of an annual budget for an executive state agency; working knowledge of SHARE Financial and Human Capital Management systems.



NEW MEXICO

Early Childhood Education & Care Department

Mission

Optimize the health, development, education and well-being of babies, toddlers, and preschoolers through high-quality, community-based and family-driven early childhood programs and services.

Vision

All New Mexico families and young children are thriving

NMECECD.ORG

APPLY NOW

**SEND YOUR
RESUME AND
TRANSCRIPTS TO**

Helen Quintana at
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