

Job Title: Director of Policy & Legislative Liaison
Working Title: Director of Intergovernmental Affairs and Outreach
Position Number: 1148
Pay Band: 32
Hourly Rate: min 25.749, mid 44.739, max 63.73

The Director of Intergovernmental Affairs and Outreach reports directly to the State Auditor. As assigned by the State Auditor, the Director-IA acts as the State Auditor's Office interface between the State Auditor and representatives of State Agencies, Municipalities, Counties, Federal Agencies, Legislature, Legislative Committees and other Legislative Bodies, and other entities as assigned by the State Auditor.

Specific Job Responsibilities as assigned by the State Auditor:

1. Serve as the lead on the development of the OSA's public policy and champion key policy positions.
2. Coordinate the development and execution of the Office of the State Auditor's legislative agenda.
3. Serve as the OSA's public information officer, including preparation of press releases and responding to inquiries from the media and public.
4. Serve as OSA liaison officer with key stakeholders (e.g., NM Counties, NM Municipal League, NM School Board Association, NM Acequia Association, etc.).
5. Draft responses to inquiries from elected officials and elected officials' offices.
6. Draft responses to and address constituent complaints, concerns, and inquiries.
7. Draft responses to legislators' inquiries and concerns.
8. Develop and maintain a system to manage all complaints & inquiries that leads to 100% resolution.
9. Research and analyze legislation; gather input from executive and other relevant staff; and, recommend appropriate agency response as coordinator of fiscal impact report development during legislative sessions.
10. Provide distinct operational support, including social media platforms, for public outreach campaigns on operational and planning initiatives, including organizing.
11. Draft speeches and talking points for all public appearances including external meetings for the State Auditor and Deputy State Auditor in coordination with the Executive Secretary and appropriate OSA staff.
12. Keep Deputy State Auditor briefed on all activities and accompany both the State Auditor and Deputy State auditor on all meetings with the executive and legislative branches.
13. Other duties as assigned by the State Auditor

Agency Contact Information:

Interested applicants should submit their resume, transcripts and any licensure/certifications to Terese Vigil, HR Director, at (505) 469-5936 or terese.vigil@osa.nm.gov for consideration.