

Governor's Deputy Scheduler – Office of the Governor

Salary: Pay Grade 26 (\$23.550/hour minimum – \$54.420/hour maximum)

Job Type: Governor Exempt / At-Will

Location: Santa Fe

Description:

The Governor's Deputy Scheduler works with the Governor's Scheduler, all Governor's office staff to coordinate the Governor's schedule and any relevant logistics for events. The Deputy Scheduler works closely with the Chief of Staff, Deputy Chief of Staff, Scheduler and various other staff members to manage the Governor's time with the Governor's Cabinet, staff, advocates, individual constituents, as well as in-state and out-of-state travel.

Job Duties and Responsibilities:

- Coordinates and oversees all aspects of the Governor's schedule and provides ongoing management of the calendar;
- Coordinates all details for both in person and virtual meetings;
- Processes internal and external meeting and speaking engagement requests through Salesforce Indigov, email, and phone;
- Leads weekly scheduling meetings and executes follow up assigned;
- Books all travel and completes any travel expense reporting with the Chief Financial Officer;
- Tracks travel and payment methods to comply with NM Model of Accounting Practices;
- Works with Governor's Scheduler and Senior Leadership to ensure all briefing materials are in order and accessible for the Governor
- Promptly disseminates the Governor's daily schedule, as well as alterations and updates, to all necessary parties, including communications team and Chief of Staff;
- Completes all assignments as assigned by the Scheduler which may include:
 - Works with the Governor's legal counsel to process and produce documents related to IPRA requests for the Governor's email, calendar, and text messages;
 - Coordinates with the Governor's Residence coordinator for any Governor, family and social events;
 - Coordinates with New Mexico State Police for Governor and family; assists the First Gentleman and the Governor's family with logistics when accompanying the Governor;
 - Maintains logistics forms for events and meetings and shares with staff for Governor's briefing preparation;

- Checks in weekly or daily with Scheduler, Governor, Chief of Staff, Communications Director, and Deputy Chief of Staff to discuss strategies to meet Governor's office objectives;
- Maintain positive relationships with the Governor, First Gentleman and Governor's office network and constituents;
- Develops a schedule that helps achieve goals and objectives for the Governor's Office, State agencies and other affiliated organizations.

Preferred Education and Experience:

- A Bachelor's Degree in communications and/or any related field.

Skills and Knowledge Required:

- Ability to establish and maintain effective personal relationships with peers, supervisory staff, and other departments and agencies; exemplary customer service and interpersonal skills.
- Ability to exercise tact, courtesy and discretion with public officials at various levels of authority and influence as well as the general public.
- Excellent organization and time management skills, with the ability to balance multiple issues and projects in a very fast-paced environment.
- Ability to perform a variety of duties daily, often changing from one task to another of a different nature without loss of efficiency or composure.
- Proven ability to work independently and make sound judgments on a day-to-day basis, as well as make informed decisions on behalf of the scheduling team.
- Proficiency with Google Products, Microsoft Outlook, Word, Excel, PowerPoint, HTML, and Salesforce.
- Strong written and verbal communication skills.
- Ability to excel in a very fast-paced, ever-changing professional environment.

Working Conditions:

- Work flexible schedule including long hours, nights and weekends.
- Perform other duties as assigned.
- Work in a high paced office with no expectation of privacy.
- Travel may be required.

If you are a current classified employee, please note that the following State Personnel Rule can be used:

1.7.7.11 Leave Without Pay

E. Employees may be authorized leave without pay for up to one year to temporarily accept a position in the exempt service. Such leave without pay may be extended with the approval of the board.

Please apply through the Governors Office website at this link:

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