

Job Description

[◀ Previous Job](#)**Grant Programs Manager (DCA#4835)**[Next Job ▶](#)**Ideal Candidate**

Preferred experience includes federal grant administration and management, supervision of managers, administration of services/programs for the public and library or information technology experience. Preferred education level Includes masters in accounting, business administration, library science and information technology.

Minimum Qualification

A Bachelor's Degree in any field of study from an accredited college or university and five (5) years of professional level experience operating within parameters and guidelines directly related to the purpose of the position defined by the agency at the time of recruitment. Substitutions Apply. See Substitution Table below. A hiring agency will designate that a portion of the required experience to include supervisory and/or specialized experience. Any required licensure, certification or registration shall be defined at the time of recruitment and will be in addition to the above requirements.

Substitution Table

These combinations of education and experience qualify you for the position:

	Education		Experience
1	High School Diploma or Equivalent	AND	9 years of experience
2	Associate's degree	AND	7 years of experience
3	Bachelor's degree	AND	5 years of experience
4	Master's degree	AND	3 years of experience
5	PhD degree	AND	1 year of experience

- Education and years of experience must be related to the purpose of the position.
- If Minimum Qualification requires a specific number of "semester hours" in a field (e.g. 6 semester hours in Accounting), applicants MUST have those semester hours in order to meet the minimum qualifications. No substitutions apply for semester hours.

Employment Requirements

Must possess and maintain a valid New Mexico Driver's License. Must possess and maintain a current Defensive Driving Course Certificate from the State of New Mexico or must pass and receive Defensive Driving Course Certification as a condition of continued employment.

Working Conditions

Executive Order 2021-046 requires all employees with the State of New Mexico to provide either proof of COVID-19 vaccination or proof of a COVID-19 viral test every week.

The Public Health Order (on Vaccination) dated August 17, 2021, requires Congregate Care Facility Workers and Hospital Workers to be fully vaccinated.

If you have questions about whether these requirements apply to this specific position, contact the agency contact listed on this advertisement.

Links to the referenced Executive Order and Public Health Order can be found on the State Personnel