



## Environment Department

**MICHELLE LUJAN GRISHAM, GOVERNOR**

James C. Kenney, Cabinet Secretary

Jennifer J. Pruet, Deputy Secretary

### **NEWS RELEASE**

*For Immediate Release*

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**Contact:** Maddy Hayden, Communications Director  
New Mexico Environment Department  
505.231.8800 | maddy.hayden@state.nm.us

*The Environment Department's mission is to protect and restore the environment and to foster a healthy and prosperous New Mexico for present and future generations.*

## **Environment Department seeks new Administrative Services Division Director**

**SANTA FE** — The New Mexico Environment Department (NMED) is searching for its next Administrative Services Division (ASD) Director. This is a critical position for the agency and one that works closely with the Cabinet Secretary and other senior leadership to support administration and agency priorities and goals. This position is appointed by the Governor.

NMED's budget is approximately \$90 million and consists of state general fund, more than 80 federal grants, and 24 special revenue funds as well as indirect funding generated from other funding sources. The ASD's aims are to maximize leverage and accountability of those funds through efficient and well-designed business processes, to fill staff vacancies efficiently, retain staff, oversee labor relations, and ensure compliance with agency and State Personnel Office policies and rules.

"The core of all of NMED's work is our Administrative Services Division. By supporting our administrative functions – like recruitment and retention of staff, budget and contracts management, and more – this Division enables us to execute our mission efficiently and effectively," NMED Cabinet Secretary James Kenney said. "We are excited to welcome a new Division Director into this essential role."

The ideal candidate must have a demonstrated business acumen in leading people, managing change, fiscal planning and execution and organizational infrastructure. This role requires someone that thrives in structured and unstructured environments while managing multiple projects with competing deadlines and providing excellent customer service. The candidate must have exceptional oral and written communication skills and understand how to effectively communicate with a wide variety of stakeholders.

NMED is looking to fill this position in April 2021. To apply, visit the Governor's Office website [here](#).

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NMED does not discriminate on the basis of race, color, national origin, disability, age or sex in the administration of its programs or activities, as required by applicable laws and regulations. NMED is responsible for coordination of compliance efforts and receipt of inquiries concerning non-discrimination requirements implemented by 40 C.F.R. Parts 5 and 7, including Title VI of the Civil Rights Act of 1964, as amended; Section 504 of the Rehabilitation Act of 1973; the Age Discrimination Act of 1975, Title IX of the Education Amendments of 1972, and Section 13 of the Federal Water Pollution Control Act Amendments of 1972. If you have any questions about this notice or any of NMED's non-discrimination programs, policies or procedures, you may contact:

Kathryn Becker, Non-Discrimination Coordinator | NMED | 1190 St. Francis Dr., Suite N4050 | P.O. Box 5469 | Santa Fe, NM 87502  
(505) 827-2855 or [nd.coordinator@state.nm.us](mailto:nd.coordinator@state.nm.us)

If you believe that you have been discriminated against with respect to a NMED program or activity, you may contact the Non-Discrimination Coordinator.

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