

Job Title: Director Policy Coordinator & Public Affairs

Working Title: Director of Policy and Public Affairs

Position Number: 1148

Pay Band: 24

Hourly Rate: min 17.84, mid 31.00, max 44.16

The Director of Policy and Public Affairs reports directly to the State Auditor. As assigned by the State Auditor, the Policy Director acts as the Office of the State Auditor(OSA) 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. The Policy Director also serves as the OSA's public information officer.

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. Prepare 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. Develop and maintain a system to manage all complaints & inquiries that leads to 100% resolution.
6. 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.
7. 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.
8. Keep State Auditor and 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.
9. 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.