Job Bulletin Page 1 of 5

httn://[aaencv.aovernmentiobs.com/newmexico/iob](http://aaencv.aovernmentiobs.com/newmexico/iob) bulletin.cfm?JobID=655073 5/29/2013

|  |  |
| --- | --- |
|  | **NEW MEXICO STATE PERSONNEL OFFICE  invites applications for the position of:**  **Dorm Supervisor (CFB**  **#64128)** |

**SALARY:** $14.68 - $26.11 Hourly

$30,534.40 - $54,308.80 Annually

**OPENING DATE:** 05/24/13

**CLOSING DATE:** 06/07/13 11:59 PM **DEPARTMENT:** Commission for the Blind **LOCATION:** Alamogordo

**JOB DESCRIPTION:**

**IMPORTANT NOTICE: Text resumes and attached resumes will no longer be reviewed or considered. You are required to include your work experience in the Work Experience Section (click on link for an example) of your NEOGOV application only. If you have previously included work history on a resume (attached or copy and pasted) you must transfer your work history into the Work Experience Section prior to applying.**

**Purpose of Position**

Position will provide supervision for five dormitory workers. Position will ensure fifteen students have a supportive, clean, hospitable, and safe place to live while attending blindness skills training at the New Mexico Commission for the Blind Orientation Center in Alamogordo, and ensure the Orientation Center complies with recommendations necessary to maintain CARF certification.

This position is a Pay Band 65.

**CLASSIFICATION DESCRIPTION:**

**Line Manager I**

**MINIMUM QUALIFICATIONS:**

A Bachelor's Degree in any field of study from an accredited college or university and two (2) years of heavy supervisory or limited professional level experience operating within strict parameters and guidelines directly related to the purpose of the position defined by the agency at the time of recruitment. Any combination of education from an accredited college or university and/or direct experience in this occupation totaling six (6) years may substitute for the required education and experience. A hiring agency may 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.

Job Bulletin Page 2 of 5

httn://[agencv.govemmentiobs.com/newmexico/iob](http://agencv.govemmentiobs.com/newmexico/iob) bulletin.cfm?JobID=655073 5/29/2013

**Employment Requirements:**

Pre-employment background investigation is required and is conditional pending results.

**Statutory Requirements:**

If a Statutory Requirement is associated with a position in this Manager Category, it will apply.

**SUPPLEMENTAL INFORMATION:**

**Working Conditions:**

Work is primarily performed in dormitory, office and classroom settings with exposure to VisualNideo Display Terminal (VDT) and personal computer and telephone usage. Work may occur in dormitory kitchen with exposure to heat from ovens and burners. Exposure to cleaning detergents, solvents, sanitizers and disinfectant sprays. Standing, bending, lifting up to 50Ibs. Use of light to medium-heavy equipment, such as vacuums and floor buffers. Work is also regularly performed away from the center in a variety of community based activities and settings. Some travel is required including occasional overnight stays. Regularly works with individuals with secondary disabilities, some of which result in challenging behaviors. Occasionally exposed to service animals.

**Conditions of Employment:**

Working Conditions for individual positions in this Manager Category Level will vary based on each agency's utilization, essential functions, and the recruitment needs at the time a vacancy is posted.

**Default FLSA Status:**

Exempt. FLSA status may be determined to be different at the agency level based on the agency's utilization of the position.

**Bargaining Unit: Not** Represented

**Agency Contact Information:**

Job Bulletin Page 3 of 5

httn•//[agencv.gnvernmentiohs.com/newmexico/iob](http://agencv.gnvernmentiohs.com/newmexico/iob) bulletin.cfm?JobID=655073 5/29/2013

Kelly Quintana, Human Resource Administrator (505) 476-4456 or [email: Kelly.quintana@state.nm.us](mailto:Kelly.quintana@state.nm.us)

**Link To Agency:**

www.cfb.state.nm.us/

**Applicant Help/How to Apply:**

[**www.spo.state.nm.us/State**](http://www.spo.state.nm.us/State) **Employment.aspx**

|  |  |
| --- | --- |
| APPLICATIONS MAY BE FILED ONLINE AT: httb://[www.soo.state.nm.us](http://www.soo.state.nm.us)  2600 Cerrillos Road Santa Fe, NM 87505 | Job #2013-02428  DORM SUPERVISOR (CFB #64128)  AS |

**Dorm Supervisor (CFB #64128) Supplemental Questionnaire**

Job Bulletin Page 4 of 5

httn://[aaencv.aovernmentiobs.com/newmexico/iob](http://aaencv.aovernmentiobs.com/newmexico/iob) bulletin.cfm?JobID=655073 5/29/2013

* 1. Please indicate the highest level of education you have **completed.** If you have responded that you have an education higher than a high school diploma or GED, you must attach a copy of your official/unofficial transcript(s) that clearly state the type of degree and date awarded/conferred, institution name, applicant name and is in a format that cannot be modified (edited). Your application WILL NOT be considered for further review if you have failed to provide this information.

I—I Eighth Grade

* Tenth Grade
* High School Diploma or GED

**—I** Associates Degree or Technical/Vocational Certificate

* Bachelors
* Masters
* Juris Doctorate
* Ph.D. / PsyD / Ed.D. / M.D. / D.O. / Doctorate
* 2. \*How many years of experience do you have RELATED to the PURPOSE of this position? Please note that the purpose of this position is an extension of the minimum

qualifications. Please review both the purpose of position and minimum qualifications before responding to this question.

* None
* 3 months of experience
* 6 months of experience
* 1 year of experience
* I 2 years of experience
* 3 years of experience
* 4 years of experience
* 5 years of experience
* 6 years of experience

LI 7 years of experience

LI 8 years of experience

* 9 years of experience
* 10 or more years of experience
* 3. P90210-606 Do you have experience working in a setting in which you prepared meals in a restaurant or cafeteria?
* Yes
* No
* 4. P90210-606 Are you or have you been certified in servsafe?

**—I** Yes —I No

* 5. G1091A-606 Do you have experience working for an agency or entity whose main focus is providing blindness skills training to individuals who are blind or visually impaired?
* Yes
* No
* 6. X10000-606 Do you have experience coordinating or assisting in the coordination of materials to maintain CARF (Commission on Accreditation for Rehabilitation Facilities) or similar certification?

**\_I** Yes —I No

* 7. X10000-606 Do you have experience supervising four (4) or more staff in a residential facility?

Job Bulletin Page 5 of 5

httq://[nencv.aovernmentiobs.com/newmexico/iob](http://nencv.aovernmentiobs.com/newmexico/iob) bulletin.cfm?JobID=655073 5/29/2013

0 Yes

* No
* 8. X10000-606 Do you have experience scheduling staff on a rotating matrix?
* Yes
* No
* 9. X10000-606 Do you have experience supervising staff in a unionized environment?
* Yes —I No
* 10. X10000-606 Do you have experience preparing purchase documents, vouchers and paying purchase orders in accordance with State regulations?
* Yes —I No
* 11. I understand that I must attach transcripts if I have certified that I have an education higher than a High School Diploma or GED, which include the date and type of degree awarded, institution name, applicant name and is in a format that cannot be modified (edited). I understand that my response to the experience question will be confirmed. I have included my related work experience in the Work Experience Section of my application. I understand that I must complete the Certificates and Licenses section of my application or attach proof of this license/certificate to my application if this position has a statutory requirement. I understand that my application will not be further considered if I fail to provide this required information and documentation at the time my application is submitted.
* I understand
* Required Question