



STATE OF NEW MEXICO  
COMMISSION FOR DEAF AND HARD OF HEARING PERSONS



**Susana Martinez**  
Governor

**Shannon E. Smith, MBA**  
Interim Executive Director

**Job Advertisement**

*Posting Date: Sunday, November 13<sup>th</sup>, 2011 – Wednesday, November 30<sup>th</sup>, 2011*

*Opening Date: Monday, November 14<sup>th</sup>, 2011*

*Closing Date: Wednesday, November 30<sup>th</sup>, 2011*

**Executive Director**

The Commission for Deaf and Hard of Hearing is seeking an Executive Director (ED). The ED will be responsible for managing department directors and other agency staff; plan and direct new and current programs or services; oversight of the development of the Agency's program budget projection; develop program goals and objectives; develop Request for Proposals; management and oversight of various Agency contracts; work and interact with the other State Government agencies; review proposed regulations; respond to multiple inquiries from legislators, other agencies and many interested parties; represent the Agency at meetings and public functions; participate in legislative activities that include presenting program and policy analysis; represent the Agency during legislative sessions.

Qualifications for the position: A Master's Degree in Business, Public Administration, Social Services or a related field is required for this position. Eight (8) years managing programs or projects that include strategic planning, and/or developing and implementing programs or services that require interaction with other agencies and/or with multiple parties to include five (5) years experience in direct staff management. Substantial experience with managing complex programs and budgets, significant experience in the administration of programs and services for the Deaf, Hard of Hearing and Deaf-Blind communities required. **Ability to communicate fluently in American Sign Language required.** *Individuals with disabilities encouraged to apply.*

To apply, please submit your resume to Shannon Smith, Director of Human Resources via email at [ShannonS.Peinado@state.nm.us](mailto:ShannonS.Peinado@state.nm.us). Phone calls will not be accepted.

The State of New Mexico Commission for Deaf & Hard of Hearing is an Equal Opportunity Employer. For more information on the Commission for Deaf & Hard of Hearing, please visit [www.cdhh.state.nm.us](http://www.cdhh.state.nm.us).

**Albuquerque** | 2500 Louisiana NE, Suite 400 | Albuquerque, NM 87110  
V/TTY: 505.881.8824 | VP: 505.435.9319 | Fax: 505.881.8831

**Las Cruces** | 304 W. Griggs, Suite 4 | Las Cruces, NM 88005  
V: 575.525.1037 | TTY: 575.525.1027 | VP: 575.541.3403

**Toll-Free:** 1.800.489.8536 | **Website:** [www.cdhh.state.nm.us](http://www.cdhh.state.nm.us)