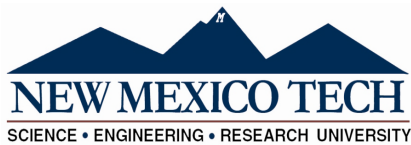


Posted: May 30, 2025



POSITION ANNOUNCEMENT

TITLE: DEPUTY DIRECTOR

DEPT: EMRTC

REG ☒

TEMP ☐

FULL TIME ☒

PART TIME ☐

STARTING RATE or SALARY RANGE \$130,000.00 - \$150,000.00

Employees being promoted to a higher classified position receive the minimum for the position or a pay rate adjustment of 8% whichever is greater.

All regular positions also entitle the employee to several benefits including health, dental, vision, life insurance, and retirement which is largely paid by New Mexico Tech for the employee and dependents.

INTERNAL POSTING THROUGH: Concurrent CONSIDERATION WILL BE GIVEN FIRST TO TEMPORARY AND REGULAR TECH EMPLOYEES WHO APPLY WITHIN THE 7 DAY INTERNAL POSTING. APPLICATIONS RECEIVED AFTER THE 7 DAY POSTING MARGIN WILL BE CONSIDERED WITH OTHER OUTSIDE APPLICANTS.

JOB SUMMARY:

The Deputy Director of Energetics Materials Research and Testing Center (EMRTC) provides day-to-day leadership and oversight of EMRTC's test, research and evaluation activities on its forty-square mile explosive test range. The Deputy Director provides strategic guidance and administrative support to the Senior Leadership Team at EMRTC, and is responsible for managing the top-level, long-range testing calendar for the center. The Deputy Director assists the Director in making tactical decisions in obligating test and research facilities and implementing the strategic objectives of EMRTC related to all aspects of testing, research, and training.

JOB FUNCTIONS:

Provides day-to-day leadership for the Field Operations, Ordnance, Safety/Security, Training and Research divisions within EMRTC on behalf of the Director, including assisting Associate Directors for those divisions in administrative and personnel matters.

Assists the Director in managing collaboration among the various divisions and Associate Directors at EMRTC, to include managing long-range schedules and testing plans.

Supports the Director in the development of strategic initiatives, business development activities, and internal planning activities.

Supports the Director in the development of new range facilities and sites, the upkeep of current sites, and the development of equipment replacement plans and capital outlay requests.

Acts on the Director's behalf during their absence, to include all administrative duties and authorities.

REQUIRED QUALIFICATIONS:

Bachelor's Degree in Business Administration, Finance, Human Resources, or a STEM field.

Exemplary leadership and personnel management skills. Excellent analytical, problem-solving, and verbal/written communication skills. Ability to professionally interact with executive leadership and senior customer officials. Must have a current and valid driver's license. Ability to obtain and maintain at least a DOD Secret clearance if-and-as-required for specific duties.

DESIRED QUALIFICATIONS:

Master's Degree: in Business Administration, Finance, Human Resources, or a STEM field, but waived on the basis of ten-year's experience in management, finance or human resources. Ideally, candidate has experience or demonstrated knowledge of the fields of energetics testing, Explosive Ordnance Disposal

(EOD) operations, or a related field such as ordnance handling, weapons testing, munitions safety, defense systems, or hazardous materials management. Equivalent experience in research, testing, or operational roles involving high-risk or high-energy systems will also be considered. Extensive knowledge of the various regulations and policies associated with energetic materials testing (e.g., DOD 4145.26M, ATF P 5400-7) D Extensive technical knowledge of the various technical systems associated with energetic materials testing (e.g., instrumentation, site engineering, design software, etc. Experience in the fields of energetics testing and/or EOD operations D Familiarity with engineering controls and safety protocols involved in the testing of energetic materials / systems.

LIFTING REQUIREMENTS:

(f)requently, (o)ccasionally, or (s)eldom

0 - 15 pounds	
15 - 30 pounds	O
30 - 50 pounds	
50 - 100 pounds	
100 + pounds	

PHYSICAL DEMANDS:

Standing 20%	Sitting 70%	Walking 10%	Pulling
Pushing	Lifting	Stooping	Kneeling
Crawling	Climbing	Reaching	Other

Apply to: nmtjobapps@npe.nmt.edu