

**Posted:** May 24, 2024



## POSITION ANNOUNCEMENT

**TITLE:** CYBER KINETIC ENVIRONMENT MANAGER

**DEPT:** PRTC

**REG**

**TEMP**

**FULL TIME**

**PART TIME**

*Located in Playas, NM*

**STARTING RATE or SALARY RANGE** \$79,040-\$91,520

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:** June 4, 2024\*

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 Cyber Kinetic Environment (CKE) Manager is responsible for overseeing the scheduling, operation, and maintenance of the CKE at the Playas Research and Training Center (PRTC). The CKE Manager ensures the facility meets the needs of various clients while complying with safety regulations. This role involves planning, coordinating, and supervising research, training, and test activities, managing staff, and maintaining the infrastructure and equipment required for successful CKE operations. The CKE Manager collaborates with internal and external stakeholders, including engineers, technicians, and government agencies, to ensure that activities are conducted safely, efficiently, and effectively. The CKE Manager also plays a key role in ensuring customer satisfaction and achieving operational goals that support organizational sustainability and growth.

### JOBS FUNCTIONS:

#### **Environment Planning, Coordination, and Management** **40%**

- Plan, coordinate, and manage cyber kinetic environment activities at the Playas site, focusing on training, research, testing, and evaluation.
- Administer, oversee, and coordinate specific operational and support programs, ensuring alignment with customer requirements.

#### **Customer Collaboration and Relations** **15%**

- Work closely with customers to understand their training, research, testing, or evaluation needs.
- Offer technical guidance and provide feedback throughout the process.
- Act as the primary point of contact for customers, maintaining strong communication and ensuring excellent customer service.

#### **Quality Control** **10%**

- Conduct quality control inspections to ensure compliance with contract specifications and industry standards.
- Implement corrective measures to address any issues identified during inspections.

#### **Staff Management** **10%**

- Supervise personnel, including hiring, performance evaluation, training, work allocation, and problem resolution.
- Foster a positive and productive work environment.

#### **Strategic Planning** **5%**

- Provide strategic advice and consultation to leadership regarding operational improvements and modifications.
- Contribute to the development of long-term plans and initiatives to enhance the effectiveness of the CKE.

#### **Resource Allocation** **5%**

- Schedule and allocate resources for various projects and activities at the Playas site to meet operational demands.

- Coordinate with other departments to ensure smooth operations.

**Contract and Vendor Management 5%**

- Oversee the activities of contractors, vendors, and suppliers, ensuring compliance with contracts and industry standards.

- Monitor performance and ensure quality deliverables from external partners.

**Emergency Response 5%**

- Serve as the principal respondent for emergencies and unexpected situations at the site.

**Secondary Job Functions 5%**

- Provide direct analytic support to contract research projects when relevant.

- Support the adaptation of government-sponsored research activities to the private sector.

- Keep current with emerging federal, state, and local policies and standards relevant to the university's research mission.

**Miscellaneous**

- Perform other job-related duties as assigned.

**REQUIRED QUALIFICATIONS:**

Bachelor's degree in any field, At least 3 years of relevant experience in operations or project management. Ability to adapt to customer needs. Strong interpersonal and communication skills. Ability to foster a cooperative work environment. Must be a U.S. citizen. Ability to obtain and maintain a TS/SCI DOD security clearance. Valid NM Driver's License.

**DESIRED QUALIFICATIONS:**

Prior military experience. Experience training or conducting research in a military organization or range. Experience in information warfare, cyber operations, or UAS operations or training. Bilingual (Spanish).

**LIFTING REQUIREMENTS:**

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

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

**PHYSICAL DEMANDS:**

Standing 20%	Sitting 60%	Walking 20%	Pulling
Pushing	Lifting	Stooping	Kneeling
Crawling	Climbing	Reaching	Other

Apply to: [nmtjobapps@npe.nmt.edu](mailto:nmtjobapps@npe.nmt.edu)