



PUEBLO OF JEMEZ  
JOB ANNOUNCEMENT  
2024-084  
PUBLIC WORKS  
OFFICE MANAGER

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<b>Position Title:</b>	Office Manager	<b>Pay Level:</b>	\$21.10 – \$30.20
<b>Position Open Date:</b>	11/4/2024 – Until Filled	<b>Classification:</b>	Exempt
<b>Position Status:</b>	Full-Time	<b>Location:</b>	Public Works
<b>Supervisor:</b>	Public Works Director		

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**POSITION SUMMARY:**

Responsible for managing, administering, and performing diverse administrative activities for multiple functional areas of the department; performs varied project and administrative support work.

This job description indicates, in general, the nature and levels of work, knowledge, skills, and other essential functions expected of the incumbent. It is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities required of the incumbent. Incumbent may be asked to perform other duties required.

**QUALIFICATIONS:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

**EDUCATION & EXPERIENCE:**

Associate's degree in business or office administration, or Business Management preferred but not required, AND minimum six (6) years of administrative support experience.

**REQUIRED CERTIFICATES, LICENSES TRAININGS, AND REGISTRATIONS:**

New Mexico Driver's License  
Background Investigation  
Certificate in Administrative Professionals

## **PHYSICAL DEMANDS & WORKING ENVIRONMENT:**

The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made enable individuals with disabilities to perform the essential functions.

Strength and mobility to work in a typical office setting; stamina to remain seated for extended periods of time; strength to lift and maneuver materials and equipment weighing up to 20 pounds with proper equipment; vision to read printed materials; and hearing and speech to communicate in person or over a radio or telephone.

## **ESSENTIAL FUNCTIONS:**

- Performs difficult, complex technical and/or specialized office support work, which requires the exercise of independent judgment, the application of technical skills and a knowledge of detailed or specialized activities related to the department to which assigned.
- Uses a computer to develop and manage databases and/or spreadsheet files and to develop special report formats.
- Researched and assembles information from a variety of sources for the completion of forms or the preparation of reports; makes arithmetic or statistical calculations.
- Conducts specific projects related to the department; may obtain and/or provide information from other organizations, summarize such information, and prepare recommendations.
- Provides information to the public or the staff that requires the use of judgment and the interpretation of policies, rules, or procedures.
- Organizes, maintains, and purges various departmental files. Prepares and types correspondence, reports, forms, contracts (construction), and specialized documents from drafts, notes, or brief instructions.
- Organizes monthly utility board meetings; with inviting all board members, creation of the agenda, request all the necessary materials from the meeting participants and ensure each board member is ready and prepared for a meeting.
- Enters and retrieves data and prepared reports using a computer; reviews such reports for accuracy and makes corrections as required; operates standard office equipment.
- Oversees and personally performs a variety of office administrative details such as entering employee times, preparing purchase order requisitions, voucher payables, and verification of purchases, arranging for the repair of equipment, transmitting information, and keeping reference materials up to date.
- Acts as receptionist and receives and screens visitors and telephone calls and directs the caller to the proper person or personally handles the call; provides information which requires the use of judgment and interpretation of policies, rules, and procedures.
- Contributes to the overall quality of the Department's service provision by reviewing, recommending, and implementing improved policies and procedures.
- Represents the Pueblo with dignity, integrity, and a spirit of cooperation in all relationships with staff and the public.

## **REQUIRED KNOWLEDGE AND SKILLS:**

Knowledge of:

- Policies and procedures of the Administration and the Department.
- Applicable regulations, policies, and statutes of other governmental agencies.
- The operation of computer equipment, and use of specified computer software applications involving word processing, data entry and/or standard report generation, design and management of databases or spreadsheet files, and the development of special report formats (ex. MS Office Suite, Adobe Acrobat).
- Business arithmetic, including percentages and decimals.
- Business letter writing and the standard format for typed materials.
- Record keeping principles and practices.
- Correct English usage, including spelling, grammar, punctuation, and vocabulary.
- Techniques for dealing with a variety of individuals from various socio-economic, ethnic, and cultural backgrounds, in person and over the telephone.
- Customer service and public relations methods and practices.

Skill in:

- Performing technical, specialized, complex, difficult, or basic technical office support work.
- Reading and explaining rules, policies, and procedures.
- Analyzing and resolving varied office administrative problems.
- Organizing, maintaining, and researching office files.
- Composing correspondence independently or from brief instructions.
- Compiling and summarizing information and preparing periodic or special reports.
- Using initiative and independent judgment within established procedural guidelines.
- Organizing work, setting priorities, meeting critical deadlines, and following up assignments within a minimum of direction.
- Contributing effectively to the accomplishment of teams or work unit goals, objectives, and activities.
- Establishing and maintaining effective working relationships with those contacted in the performance of the work.

**To apply for the position posted, please apply as follows**

**Send;**

**Pueblo of Jemez Job Application**

**To;**

**[humanresources@jemezpueblo.org](mailto:humanresources@jemezpueblo.org)**

**Or;**

**Pueblo of Jemez-Attention Human Resources Department**

**PO Box 100**

**Jemez Pueblo, NM 87024**