



**PUEBLO OF JEMEZ  
JOB ANNOUNCEMENT  
2023-0016  
HEALTH & HUMAN SERVICES  
SENIOR CITIZENS PROGRAM  
ASSISTANT MANAGER**

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<b>Position Title:</b>	Assistant Manager	<b>Pay Level:</b>	\$49,942 - \$74,914
<b>Position Open Date:</b>	02/20/2023 – Until Filled	<b>Department:</b>	Senior Citizens
<b>Position Status:</b>	Full-Time	<b>Classification:</b>	Exempt
<b>Supervisor:</b>	Senior Citizens Program Mgr.	<b>Location:</b>	Health & Human Services

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**POSITION SUMMARY:**

Responsible for providing direct program, office and administrative management assistance to the Senior Center Manager relative to the overall services and operation of the Senior Center.

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 as 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:**

Associates in Business Administration, Communications, or related field. Four (4) year(s) of experience working in a business office, public, or community program. One (1+) year(s) supervisory experience. Experience with grant management, data reporting, and ability to relate and communicate with diverse population and groups.

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

New Mexico Driver's License  
Background Investigation  
CPR, First Aid and Food Handler's Certification within four (4) months of date of employment  
Food Handlers Card within one (1) month of date of employment

**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 to enable individuals with disabilities to perform the essential functions.

Pueblo of Jemez – Human Resources Department  
PO BOX 100 Jemez Pueblo, New Mexico 87024  
Phone: (575) 834-6333  
Fax: (575) 834-0604  
E-mail: [humanresources@jemezpuablo.org](mailto:humanresources@jemezpuablo.org)

Mobility to work in a typical office setting and use standard office equipment; stamina to sit for extended periods of time; strength and agility to lift and carry up to 20 pounds; vision to read printed materials and a computer screen, and hearing and speech to communicate in over the telephone and in person.

**ESSENTIAL FUNCTIONS:**

- Recommends selection of staff, trains staff, and provides for their professional development. Administers corrective action or performance improvement as required
- Coordinates staff services and facilitates weekly huddles with all Senior Center staff; to ensure effective communication pertaining to services provided in the community
- Reports outcomes of huddles to Senior Program Manager, and provides recommendation for support and/or improvement
- Receives and screens visitors and telephone calls, providing information, which may require the interpretation of policies and procedures; takes messages or refers the caller to the proper person in the absence of the customer service specialist
- Researches and compiles a variety of informational materials from sources both inside and outside the office pertaining to the senior population; summarizes such information as directed
- Composes reports and data from a wide variety of documents, notes, brief instructions, or prior materials for review and input from Program manager and/or staff
- Assist in inputting and retrieving data to prepare reports for grants, POJ/JHHS administration or health board using an on-line or personal computer system
- Attends to a variety of office administrative details, such as processing of purchase orders, travel, meeting and conference arrangements, equipment purchase, repair, and personnel document preparation
- Initiates specified correspondence independently for signature by the appropriate staff member. Reviews finished materials for completeness, accuracy, and format to ensure compliance with policies and procedures, and appropriate language usage
- Follows up on projects, transmits information, and keeps informed of division activities
- Schedules and arranges for meetings; organizes own work, sets priorities and meets critical deadlines
- May assist in the kitchen, and other areas when needed
- Directly supervises Home Chore Services Coordinator and Transportation Service Specialist
- Plans, organizes, assigns, supervises, reviews, and evaluates the work of assigned staff
- Serves as interim manager when delegated by Program Manager
- Manages all aspects and requirements of LIHEAP & LIHWAP grant programs to assist qualifying low- income applicants
- Contributes to the overall quality of the unit's service provision by developing and coordinating work teams and 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:**

- Supervisory, operations, and budget management practices
- Standard office administrative and secretarial practices and procedures, including filing and business letter writing
- Operation of common office equipment, including computer equipment
- Policies and procedures related to the unit to which assigned
- Correct English usage, including spelling, grammar, punctuation, and vocabulary
- Business arithmetic, including percentages and decimals
- Record keeping principles and practices
- Customer service and public relations methods and practices

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- Computer applications related to assigned duties and activities
- Techniques for dealing with a variety of individuals from various socio-economic, ethnic and cultural backgrounds, in person and over the telephone
- Managing budget and grant compliance and adjustments relative to the needs of the grant or budget account
- Providing varied secretarial and office administrative assistance to management, supervisory and professional staff
- Organizing work, setting priorities, meeting critical deadlines, and following up assignments with a minimum of direction
- Using tact, discretion, initiative and independent judgment with established guidelines
- Composing correspondence independently or from brief instructions
- Organizing and maintaining accurate records and files
- Making arithmetic calculations with speed and accuracy
- Operating standard office equipment, including computer equipment
- Contributing effectively to the accomplishment of team or work unit goals, objectives and activities
- Providing customer services in the most cost effective and efficient manner
- Using software applications related to assigned functions
- Communicate effectively in oral and written forms

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

**Send;**

**Pueblo of Jemez Job Application**

**Cover Letter**

**Professional Resume**

**To;**

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

**Or;**

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

**PO BOX 100**

**Jemez Pueblo, New Mexico 87024**

**Or;**

**Visit the Pueblo of Jemez Website – Careers**

**[www.Jemezpueblo.org](http://www.Jemezpueblo.org)**