



PUEBLO OF JEMEZ
JOB ANNOUNCEMENT
2023-0084
JEMEZ HEALTH & HUMAN SERVICES
PUBLIC HEALTH
ADMINISTRATIVE COORDINATOR

Position Title:	Administrative Coordinator	Pay Level:	\$17.03 – \$25.54
Position Open Date:	11/14/2023 – Until Filled	Classification:	Non-Exempt
Position Status:	Full-Time	Location:	Public Health
Supervisor:	Public Health Program Manager		

POSITION SUMMARY:

Responsible for providing efficient administrative support; assistance with coordinating public health meetings, creating, and submitting purchase orders, monitoring and submitting employee timesheets; and other varied support activities for the Pueblo of Jemez Public Health Program.

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:

High school diploma or General Equivalency Diploma (GED). Preferred: Two (2) years of office support and administrative experience.

REQUIRED CERTIFICATES, LICENSES TRAININGS, AND REGISTRATIONS:

New Mexico Driver's License
Background Investigation

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.

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:

- Coordinates logistics of meetings, events, and conferences, such as Public Health Staff Meetings, FiTT Driven Program, prepares agendas, meeting files; takes and transcribes minutes and documents decisions.
- Tracks office supply orders including diabetes medical supplies and program incentives, and orders supplies as needed.
- Coordinates scheduling PH appointments as needed including Nutrition Clinic and other programming. Assists clients with completing initial intake paperwork prior to visits.
- Responsible for the management of client in-flow in collaboration with PH programs: inbound calls, walk in appointments, urgent referrals, schedules appointments, guests and visitors, answering and directing phone calls and text messages, and coordinating email and standard mail communication.
- Responsible for PH payroll using microix.
- Responsible for vendor logistics including form completion, vendor quote generation and invoice obtainment, contract payment tracking, packing receiving and supply distribution, and purchasing reports.
- Coordinate the preparation and editing of budget adjustments, forms, contracts, and specialized documents. Files and stores all needed digital and hard copy program documents.
- Responsible for maintaining PH databases and/or spreadsheet files including weekly/monthly/yearly reporting using Outlook scheduler.
- Responsible for scanning and digital storage of all supportive documentation as needed.
- Coordinates the completion of employee performance and peer reviews as needed.
- Coordinates the management of PH fiscal and financial records including budget adjustments and expenditures using paper forms and microix.
- Responsible for the repair or replacement of any PH equipment or item and processes facility requests, transmits information, and keeps reference materials up to date for all equipment, furniture, etc.
- Responsible for the order and purchase of client education materials.
- Researches and compiles a variety of informational materials from sources both inside and outside the office; summarizes such information as directed.
- Opens and sorts mail and attaches pertinent backup materials; processes outgoing mail as required.

- Tracks documents for signature; follows through for signatures; and routes for return of documents.
- Composes drafts and a wide variety of finished documents from notes, brief instructions, or prior materials; inputs and retrieves data or prepares reports using an on-line or personal computer system.
- Attends to a variety of office administrative details, such as travel, meeting and conference arrangements, equipment purchase, repair, and personnel document preparation.
- May attend meetings, and prepare minutes as required; initiates specified correspondence independently for signature by appropriate management, supervisory or professional staff; reviews finished materials for completeness, accuracy, and format, compliance with policies and procedures, and appropriate language usage.
- 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.
- Organizes and maintains various office files, including personnel and ticker files; purges files as required.
- Follows up on projects, transmits information, and keeps informed of division activities.
- Organizes own work, sets priorities, and meets critical deadlines.
- Complies with the Health Insurance Portability and Accountability Act of 1996 (HIPPA) and other Tribal, State and Federal confidentiality guidelines.
- Contributes to the overall quality of the JHHS Clinical Programs 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:

Knowledge of:

- 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 usages, 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.
- 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.

Skill in:

- 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 of 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

To;

humanresources@jemezpueblo.org

Or;

Pueblo of Jemez-Attention Human Resources Department

PO Box 100

Jemez Pueblo, NM 87024