



PUEBLO OF JEMEZ
JOB ANNOUNCEMENT
2024-010
JEMEZ HEALTH & HUMAN SERVICES
SENIOR CITIZENS PROGRAM
ADMINISTRATIVE COORDINATOR

Position Title:	Administrative Coordinator	Pay Level:	\$17.03-\$25.54
Position Open Date:	2/26/2024 – Until Filled	Classification:	Non-Exempt
Position Status:	Full-Time	Location:	Senior Center
Supervisor:	Senior Citizens Program Manager		

POSITION SUMMARY:

Responsible for providing efficient administrative support; assistance with coordinating meetings, entering data, creating, and submitting purchase orders, monitoring, and submitting employee timesheets; and other varied support activities for the Pueblo of Jemez Senior Citizens 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:

Associate’s degree in communications, Community Relations, Social Services, or related field. 4 years applied experience to satisfactory perform stated duties and responsibilities required. Two (2) years of office support and administrative experience, preferred.

REQUIRED CERTIFICATES, LICENSES TRAININGS, AND REGISTRATIONS:

- New Mexico Driver’s License
- Background Investigation
- Basic life support
- Food handlers’ card (Can obtain within 30 days of hire)

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:

- Tracks office supply orders including activities supplies and program incentives, and orders supplies as needed.
- Assists clients with completing initial intake paperwork.
- Assists Staff with shopping, coordinating events, tracks inventory as needed, confirms events on the Activities Calendar, creates sign-in sheets for events, and updates the Senior Citizens Program Staff.
- Responsible for the management of client: inbound calls, walk in sign in sheets, guests and visitors, answering and directing phone calls, coordinating email and standard mail communication, and responsible for outgoing automated closure/delay notices.
- Responsible for Senior Citizen Program Staff payroll using Microix.
- Responsible for vendor request form completion vendor quote generation and invoice obtainment, contract payment tracking, packing receiving and supply distribution, and purchasing reports.
- Coordinates 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 Senior Citizens Program databases and/or spreadsheet files including weekly/monthly/yearly reporting using Excel.
- Responsible for scanning and digital storage of all supportive documentation as needed.
- Coordinates the management of Senior Citizens Program fiscal and financial records including budget adjustments and expenditures using paper forms and Microix.
- Responsible for the repair or replacement of Senior Citizens Program equipment or item and processes facility requests, transmits information, and keeps reference material up to date for any and all equipment, furniture, etc.
- Responsible to enter Data into Wellskey/Sams reporting system and other Grant required reporting systems.
- 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.
- Attends to a variety of office administrative details, such as travel, meeting and conference arrangements, equipment purchases, repairs, and personnel document preparations.
- Researches grant opportunities and reports to Management and Staff.

- 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 tickler files; purges files as required.
- Follows up on program 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 (HIPAA) and other Tribal, State and Federal confidentiality guidelines.
- Contributes to the overall quality of the Senior Citizens Program 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:

- Towa language.
- 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.
- 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.
- 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 judgement 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

To;

humanresources@jemezpueblo.org

Or;

Pueblo of Jemez-Attention Human Resources Department

PO Box 100

Jemez Pueblo, NM 87024