



PUEBLO OF JEMEZ
JOB ANNOUNCEMENT
2025-052
INFORMATION TECHNOLOGY
ADMINISTRATIVE COORDINATOR

Position Title:	Administrative Coordinator	Pay Level:	\$20.13-\$30.20
Position Open Date:	6/25/2025-Until Filled	Classification:	Non-Exempt
Position Status:	Full-Time	Location:	IT
Supervisor:	Director of Information Technology		

POSITION SUMMARY:

The IT Program & Administrative Coordinator supports the Director of IT and the broader department in both administrative and technical functions. This role serves as a key liaison in grant administration, reporting, and compliance tracking; participates in the organization's cybersecurity committee; and assists with interdepartmental technology procurement and budgeting. The position ensures the smooth execution of IT operations while supporting strategic initiatives related to infrastructure, data security, and capacity building.

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 GED required; Associate's degree in IT, business administration, or a related field preferred.

3 plus years of experience in an administrative, program coordination, or IT support role; previous experience with grant administration or technology procurement highly desirable.

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 in the telephone and in person.

ESSENTIAL FUNCTIONS:

- Manage schedules, file systems, mail, and Help Desk ticketing; respond to inquiries in line with IT policies.
- Track grant timelines, prepare compliance reports, gather and submit backup documentation, and monitor technology-related grant activities across departments.
- Attend meetings, draft notes, and contribute to cross-departmental cybersecurity initiatives, policy documentation, and awareness efforts.
- Assist in drafting technology procurement request for multiple departments, monitor budget adjustments, and coordinate purchasing in line with funder or tribal fiscal policies.
- Organize staff and summarize project data for internal and external reporting needs; maintain dashboards or shared tracking systems.
- Represent the IT department professionally in interactions with staff, partners, and vendors; ensure clear communication and follow-through on support needs.
- Other tasks as necessary.

REQUIRED KNOWLEDGE AND SKILLS:

- Familiarity with administrative and IT-related operations.
- Understanding of grant reporting structures, documentation, and compliance requirements.
- Proficiency in Microsoft Office Suite; familiarity with Microix or accounting systems a plus.
- Strong organizational, communication, and follow-through skills.
- Ability to maintain confidentiality and uphold cybersecurity principles.

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**