



PUEBLO OF JEMEZ
JOB ANNOUNCEMENT
2025-077
JEMEZ HEALTH & HUMAN SERVICES
PUBLIC HEALTH
ADMINISTRATIVE COORDINATOR

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|----------------------------|-------------------------------|------------------------|-----------------|
| Position Title: | Administrative Coordinator | Pay Level: | \$20.13-\$30.20 |
| Position Open Date: | 10/1/2025- Until Filled | Department: | Public Health |
| Position Status: | Full-Time | Classification: | Non-Exempt |
| Supervisor: | Public Health Program Manager | Location: | Public Health |

POSITION SUMMARY:

Responsible for providing efficient administrative support; assistance with coordinating public health meetings, creating and submitting purchase orders, monitoring and updating administrative policies, developing and implementing office processes, 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. Degree or certification in Business Administration preferred.

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 for office purposes, such as Public Health Staff Meetings and Leadership Team Huddles; prepares agendas, meeting files; takes and transcribes minutes and documents decisions.
- Responsible for the management of client in-flow in collaboration with PH programs: inbound calls, walk in appointments, urgent referrals, scheduled appointment, guests and visitors, answering and directing phone calls and text messages, and coordinating email and standard mail communication.
- Responsible for vendor logistics including 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 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 any and all equipment, furniture, etc.
- Researched 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 attached pertinent backup materials; processes outgoing mail as required.

- Tracks documents for signature; follows through for signatures; and routes for return of documents.
- Develop, document, and maintain standardized administrative workflows; apply process mapping to identify gaps and improve efficiency.
- 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 for PH Managers, 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 tickler files; purges files as required.
- Follows up on projects, transmits information, and keeps informed of division activities.
- Organizes own work, set priorities and meets critical deadlines.
- Develops and hosts quarterly training sessions on PO submission, Flex and Leave processes, timesheet submission, travel, and other workflow areas.
- 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 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.
- Develop and monitor program inventory systems, including supply procurement, distribution, and reconciliation with finance.
- Track and update policies, procedures, and office systems to ensure compliance and accessibility for program staff.
- Other duties as assigned.

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.
- Maintaining a positive, supportive atmosphere in the office by fostering strong communication, professionalism, and teamwork that uplifts staff and promotes a collaborative work environment.
- 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 by responding promptly, professionally, and respectfully to community members, clients, and staff, ensuring their needs are met with care and efficiency.
- Using software applications related to assigned functions.
- Communicate effectively in oral and written forms.
- Demonstrating initiative by taking ownership of tasks and projects, ensuring they are carried through to completion with accuracy, timeliness, and attention to detail.
- Applying a high level of attention to detail in all administrative tasks, including documentation, data entry, reporting, and communication, to ensure accuracy and reliability.

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