



Pueblo de San Ildefonso  
Human Resources Office  
Rt. 5, Box 315-A  
Santa Fe, NM 87506

### **POSITION DESCRIPTION**

Office of Project Management Administrative Assistant

**POSITION:** Office of Project Management Administrative Assistant

**SALARY:** DOE

**LOCATION:** Pueblo de San Ildefonso

**REPORT TO:** Project Manager

**POSITION SUMMARY:** The Office of Project Management Administrative Assistant's responsibility is to provide professional assistance to the Project Manager (PM.) The PM provides services to other Administrative Departments and Tribal members of the Pueblo de San Ildefonso. Duties include; but are not limited to correspondence preparation, data collection, agendas/minutes, travel arrangements, reports, planning, budgeting, coordination with the Accounting Department, meeting scheduling/preparation, planning Pueblo activities i.e. Blood Drive, Santiago Day etc., implementation of Tribal projects, and assist in managing the day-to-day operations of the Office of Project Management.

### **DUTIES AND RESPONSIBILITIES:**

- Should be highly organized and able to manage multiple projects at once in a fast-paced environment. Should also be open to constant changes and challenges.
- Answering the telephone, transferring calls, and taking messages.
- Distributing and/or opening department mail as appropriate.
- Preparing and mailing documents for the department, including registered, USPS, and FEDEX.
- Check departmental e-mail daily and forward messages as needed.
- Book travel and lodging arrangements for Project Manager.
- Maintain department correspondence, files, records, and inventory.
- Coordinates and assembles Project Management newsletters and special projects.
- Filling in Purchase Requests (PR's) for department expenditures, tracking them and Purchase Orders (PO's) generated from accounting, noting expenditures in the appropriate grants.
- Provide assistance to the PM in the management of the day-to-day operations of Tribal projects and programs.
- Provide office knowledge that includes filing, data retrieval and entry, clerical functions, and operation of office equipment.
- Assist in researching sources of grant funding through the public, private sector and Federal and state agencies.
- Assists the Program Manager with budget maintenance and other financial records by entering financial data into appropriate excel grant spreadsheets, reconciling with accounting general ledgers on a monthly and quarterly basis.
- Setting up meetings, and sitting in on meetings when the Project Manager is not available, including for special projects.
- Maintain office supplies as needed for effective operation of department.
- Insure adherence to PM's project schedule, meetings and related appointments. Schedule appointments and meetings when necessary.
- Assist in the preparation of required technical reports, budget preparation, policies and procedures and other relevant documentation.
- Provide training and assistance in the development of Tribal projects and programs.
- Work cooperatively with colleague, other Departmental Directors, Vendors, and Community Members.
- Other duties as assigned.

**QUALIFICATION:**

- Minimum High School Diploma or GED but preferably an Associates of Arts (AA) in Business Administration or Project Management.
- Must have two (2) years combined education and/or experience in office management, and business or public administration or related field and experience will be considered in lieu of education.
- Experience considered in lieu of education.
- Must be proficient in computer software (i.e.) MS Word, Excel, PowerPoint, Teams, Zoom
- Must possess the ability to prepare reports, work with and maintain effective communication with the public and representatives of external cooperation agencies, and business concerns.
- Must possess a valid NM Driver's License.
- Must have effective and proficient writing abilities.
- Must be able to travel locally; In-state and out-of-state.
- Must have the ability to use professionalism in all circumstances.
- Must be able to multi-task with little to no direction and be a Team player.