



Pueblo de San Ildefonso
Human Resources Department
02 Tunyo Po
Santa Fe, NM 87506

POSITION: Natural Resources Administrative Assistant
SALARY: \$20.00

LOCATION: Pueblo de San Ildefonso
REPORT TO: Natural Resources Director

Position Summary: The Administrative Assistant provides essential support to the Natural Resources Director by managing daily office operations and administrative functions within the Natural Resources Department. This full-time role requires prior experience in business or office administration and a strong understanding of administrative procedures. The ideal candidate will be organized, detail-oriented, and capable of handling a variety of tasks to ensure the department runs efficiently.

Duties and Responsibilities

- Manage incoming telephone calls: answer, transfer, and take messages professionally
- Open, sort, and distribute departmental mail; prepare outgoing mail including registered, UPS, and FedEx shipments
- Monitor departmental email daily and forward messages appropriately
- Schedule appointments and meetings for the Director and departmental staff
- Coordinate travel and lodging arrangements for the Director and staff
- Organize and schedule staff training sessions
- Maintain departmental correspondence, records, inventories, and resource library
- Provide word processing support for the Director and staff as needed
- Compile and distribute newsletters and project flyers for Natural Resources, Parks & Wildlife, GIS/GPS, Realty and Transportation
- Process and track Purchase Requests (PRs) and Purchase Orders (POs); record expenditures in grant worksheets
- Support budget management by entering financial data into Excel spreadsheets and reconciling with accounting ledgers
- Set up meetings and represent the department in meetings when the Director is unavailable
- Monitor and replenish office supplies to ensure smooth departmental operations
- Perform other duties as assigned to support departmental goals

Department: Natural Resources

Date Created: 07/29/2025

Approved: John Gonzales Tribal Administrator, Katlyn Bohannon Natural Resources Director & Claudette Grinage Human Resources Manager

QUALIFICATION:

Education & Experience

- Minimum of a High School Diploma or GED; Associate of Arts (AA) in Business Administration preferred
- Two (2) years of combined education and/or experience in office management, business or public administration
- Relevant experience may be considered in lieu of formal education

Technical Skills

- Proficiency in Microsoft Office Suite: Word, Excel, PowerPoint
- Familiarity with virtual collaboration tools: Teams and Zoom
- Strong report-writing and documentation skills

Communication & Interpersonal Skills

- Ability to maintain effective communication with the public, external agencies, and business partners
- Professional demeanor in all circumstances
- Team-oriented with the ability to multitask independently

Additional Requirements

- Valid New Mexico Driver's License
- Willingness and ability to travel locally, in-state, and out-of-state
- Must pass a full background check and drug screening