



PUEBLO DE SAN ILDEFONSO
Human Resources Office
02 Tunyo Po
Santa Fe, NM 87506

POSITION DESCRIPTION

POSITION: Administrative Assistant
SALARY: DOE

LOCATION: San Ildefonso Pueblo
REPORTS TO: DECP Director

Job Summary: The Administrative Assistant will assist both the Environmental Programs Manager and the Director of DECP in the day-to-day office administration of the Environmental Department. This is a full-time position. Prior business experience and/or familiarity with office administration procedures will be required.

Essential Duties and Responsibilities:

- Answering the telephone, transferring calls, taking messages. Technical
- Distributing and/or opening Departmental mail as appropriate.
- Preparing and mailing documents for the department, including registered, UPS and FedEx.
- Check departmental e-mail daily and forward messages as needed.
- Scheduling appointments for the Director and Environmental Programs Administrator.
- Booking travel and lodging arrangements for DECP staff
- Scheduling training for DECP staff.
- Maintain department correspondence, files, records, inventories, and library.
- Word processing for the Director and Environmental Programs Administrator, and other staff as time allows.
- Coordinates and assembles DECP newsletters and special project flyers
- Filling in Purchase Requests (PR's) for all department expenditures, tracking them and Purchase Orders (PO's) generated from accounting, noting expenditures in the appropriate grant worksheets.
- Assist Program Manager with budget maintenance and other financial records by entering financial data into the 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 Director is not available, including for special projects.
- Maintain office supplies as needed for effective operation of department.
- Other duties as assigned.

Minimum Qualifications:

- Applicant must possess a high school diploma or GED. A two-year degree is preferred.
- Knowledge of basic accounting principles and business administration.
- Knowledge of computer word processing and spreadsheets (particularly MS Word and Excel), as well as Internet and e-mail.

- Effective oral and written communication skills and ability to work as a team member
- Ability to perform job duties effectively and in a timely manner.
- A valid New Mexico Drivers License is required.
- Native American preference.
- Some travel may be required.

JOB DUTIES and RESPONSIBILITIES - ADMINISTRATIVE ASSISTANT

Assist in providing administrative support for the Department

Assist Office Manager with budget maintenance and other financial records

Assist with record keeping including files, grants, contracts, budgets, invoices, purchase orders, reports, personnel records, and equipment inventories

Assist with filling-out purchase requests (PR's)

Assist with staff travel arrangements

Answer incoming telephone calls, take messages and route as appropriate

Check Departmental e-mail daily, and route messages

Maintain adequate office supplies

Assist with meeting arrangements and special projects (i.e., Community Clean-up Day)

Assist with typing, collating, and mailing documents for other staff members when needed

Is point of contact when Director is out of the office

Assists/Manages department Micro accounting system, keeps updated with software and trainings as needed

Participates on various boards and workgroups representing the Environmental Department

Assist Supervise and manage Transfer Station department and Transfer Station Attendant when Supervisor and Director are not available