



## Recruitment Announcement # 2019- 002

<b>POSITION TITLE</b>	<b>Administrative Assistant</b>	<b>SALARY RANGE:</b>	<b>\$14.00-19.50</b>
<b>PERIOD TO APPLY:</b>	<b>5/15/2018-5/29/2018</b>	<b>POSITION STATUS:</b>	<b>Term/Full-Time</b>
<b>SUPERVISOR:</b>	<b>Executive Director</b>	<b>LOCATION:</b>	<b>Anthony, NM</b>

### GENERAL PURPOSE

Performs a variety of complex secretarial, clerical and general administrative duties as needed to expedite the administration of management-related projects and special projects as assigned which are designed to relieve the supervisor of administrative details.

### SUPERVISION RECEIVED

Works under the general supervision of an assigned supervisor.

### SUPERVISION EXERCISED

None.

**ESSENTIAL FUNCTIONS** (A position may not include all of the duties listed, nor do the listed examples include all duties that may be found in a position of this class).

Plans, organizes, and performs various projects involving research and analysis utilizing a personal computer; prepares detailed, comprehensive reports from raw data; ensures required administrative reports and/or applications are completed and submitted; conducts necessary follow-up on administrative matters; coordinates activities as directed by supervisor.

Reviews, develops, and recommends modifications to procedures and forms for overall efficiency; schedules and coordinates meetings; reports routinely to supervisor on status of various projects.

Acts as department liaison to the HR Department; initiates and coordinates recruitment activities to fill vacancies for open and new positions; maintains departmental personnel files and records as backup to District personnel records; documents confidential information regarding personnel actions, i.e., pay increases, decreases, discipline and terminations; monitors staff training records for compliance with various continuing education requirements, and FMLA.

Performs a variety of secretarial and administrative detail work; compose, types, and prints correspondence, reports, studies, statistics, graphs, charts, forms and other specialized material; assists in editing and design of projects or reports; assists with processing and maintenance of specialized documents, i.e., Memorandum of Understanding (MOU's), Memorandum of Agreement (MOA's), etc.; coordinates document processing with legal staff.

Monitors department budget to ensure accuracy of all accounts and reports budgetary problems to appropriate personnel; assists in preparation and administration of department budget; performs initial data entry of expense and budget detail; may manage revenue and expense accounts; may assist with the preparation of legislative funding requests and grant applications; monitors payroll records and processes time sheets; may receive payments from the public; may distribute monies and issue receipts; may draft RFP's, may generate and process purchase orders; tracks status of purchasing requisitions, negotiates vendor quotes, sets up vendor accounts; issues and balances Blanket Order Releases (BOR's); may manage revenue accounts, including monitoring and collecting accounts receivable, managing purchasing and accounts payable and establishing new accounts.

Makes routine decisions involving operation of division; interacts with public to provide information; performs routine management of leases if required; and/or reviews, approves or issues permits for special users and serves as liaison to special interest groups; assists the general public in the application process for various city licenses, permits and other formal procedures.

Oversees and administers office supply and equipment use; monitors inventory status and assures availability of needed materials, equipment and supplies; may deliver various materials and/or supplies to department or department offices or locations throughout the city.

Performs secretarial duties as required; prepares agendas and agenda documentation or packets for various boards and committees, including public notification of such meetings; maintains records as required; serves on various committees as assigned; arranges appointments and meetings for division director and other technical or professional staff; may take and transcribe minutes of such. May make travel arrangements; may track and document staff work projects and activities.

Develops and maintains record management system for office files; may insert revisions of city code book, State Statutes, and other reference manuals; may assist with records retention and archiving activities.

Acts as liaison between department and other divisions; may train others on various responsibilities; may supervise clerical staff. May take minutes or operate recording equipment; attends meetings, seminars, and workshops as required.

### **MINIMUM QUALIFICATIONS**

#### **EDUCATION AND EXPERIENCE:**

Graduation from High School or equivalent;

#### **AND**

Three (3) years of progressively responsible experience performing the duties described or related secretarial duties. Must possess experience in computer operations and word processing and spreadsheet applications.

#### **KNOWLEDGE, SKILLS, AND ABILITIES:**

**Working knowledge of** spelling, grammar, punctuation and arithmetic; accounting principles and practices, including the keeping of financial accounts, records and the preparation of reports/presentations; computer software, including word-processing, spreadsheets, and special applications; of modern office practices and procedures and equipment; of the rules and regulations related to the tasks performed.

**Skill in** effective verbal and written communication and interpersonal relations, and experience in interacting with the public. Skill in mathematical computations. Skill in establishing and maintaining effective working relationships with State, Federal, and other local officials, elected officials, and Dona County residents; the operation of PC Computer, calculator, fax machine, copy machine, telephone.

**Ability to** maintain confidentiality; multi-task; develop and maintain a record management system; procure and maintain supplies and purchases; analyze and interpret various records and reports; resolve routine administrative problems and make standard adjustments; weigh circumstances leading to independent decisions involving accurate judgment; operate various types of standard office and accounting equipment such as 10 key calculator, keyboard, etc.; operate personal computer (windows) in utilizing various programs to produce or compose formal documents, reports and records; operate dictating equipment; communicate effectively verbally and in writing; develop effective working relationships with executive management, elected officials, supervisors, fellow employees, and the public; work under stress caused by deadlines and severe time constraints.

**Ability to** speak Spanish is not required, but beneficial to supporting the office and responding to customer inquiries.

#### **SPECIAL QUALIFICATIONS:**

Requires valid NM driver's license upon hire.

#### **WORK ENVIRONMENT:**

Employee works in a typical office setting with typical climate controls. Tasks require a variety of physical activities such as sit for long periods of time, walking, standing, bending, twisting, stooping, sitting, reaching, and lifting which may involve moderate physical demands. Job functions normally require talking, hearing and seeing. Common eye, hand, finger dexterity required for most essential functions. Mental application utilizes memory for details, verbal instructions, emotional stability, discriminating thinking and creative problem solving. Work is performed in an office setting with exposure to VDT's and CRT's. Requires sitting for long periods of time. Must be able to lift 25 pounds. Attendance at evening meetings and overtime work may be required.

#### **ADA/EEO Compliance:**

The South Central Regional Transit District is an Equal Opportunity Employer. In compliance with the American's with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective employees and incumbents to discuss potential accommodations with the employer.

**TO APPLY:** Submit SCRTD Application by one of the following methods: Fill out application at Transit District Office 830 Anthony Drive, Anthony, NM; mail application to P.O. Box 2104, Las Cruces, New Mexico 88004. Applications may be downloaded from our website: [www.scrtd.gov](http://www.scrtd.gov). Applications become public record upon receipt and may be made available for public inspection upon request.