

NORTHWEST NEW MEXICO COUNCIL OF GOVERNMENTS

POSITION DESCRIPTION

POSITION: Administrative Assistant **EFFECTIVE:** October 2025

<u>REPORTS TO:</u>	Office Manager
<u>BUDGET TO:</u>	Multiple accounts
<u>SUPERVISES:</u>	No direct supervision: may supervise others on specific tasks
<u>PAY RANGE:</u>	Salary range \$37,500 - \$40,000; salary set by Executive Director DOE
<u>CLASSIFICATION:</u>	Regular/full-time; salaried/exempt; 1-year probationary period; benefits available upon hiring; annual renewal contingent on positive evaluation and funding.
<u>POSITION SUMMARY:</u>	The Administrative Assistant provides comprehensive administrative support to executive and professional staff, contributing to the efficient operation of the organization. Responsibilities include reception, scheduling, document and file management, meeting coordination, database maintenance, financial and contract support, and general office duties. The role requires strong organizational, communication, and technical skills, with the ability to manage multiple tasks and interact effectively with diverse individuals and teams.

QUALIFICATIONS:

1. **Education & Experience:** Associate degree or certification in office administration, business, or related field; minimum of 3–5 years of relevant experience. Equivalent combinations of education and experience will be considered.
2. **Technical Skills:** Proficiency in Microsoft Office Suite (Word, Excel, Outlook), database management, and document preparation. Experience with bookkeeping or accounting software (e.g., Quickbooks) is a plus as well social media, design production, and/or website content management.
3. **Communication & Writing:** Strong written and verbal communication skills; ability to compose and edit professional correspondence and reports.
4. **Interpersonal Skills:** High level of professionalism, maturity, and effectiveness in human relations. Must be able to work collaboratively with staff and engage positively with the public.
5. **Project & Office Management:** Experience in supporting projects, managing files and records, coordinating meetings, and maintaining calendars.
6. **Flexibility & Initiative:** Ability to adapt to changing priorities, work occasional irregular hours, and take initiative in problem-solving.
7. **Community Knowledge:** Familiarity with the Northwest New Mexico region is preferred.
8. **Driver’s License:** Must possess or be eligible for a valid New Mexico driver’s license.

PRINCIPAL RESPONSIBILITIES:

1. **Reception & Communication:** Serve as first point of contact for visitors and callers; manage incoming communications and route messages appropriately.
2. **Executive Support:** Assist leadership with scheduling, document preparation, travel planning, and meeting logistics.
3. **Meeting Coordination:** Prepare agendas, distribute materials, arrange logistics, and document proceedings (e.g., minutes, charts).

4. **File & Data Management:** Maintain electronic and paper filing systems; manage contact databases and organizational calendars.
5. **Project & Program Support:** Provide clerical and logistical support for planning and program activities, including data collection and reporting.
6. **Financial & Contract Assistance:** Support bookkeeping, billing, and reporting functions; assist in managing grants and contracts documentation.
7. **Technology Support:** Assist with basic troubleshooting and coordination with IT consultants.
8. **Other Duties:** Perform additional tasks as assigned to support organizational operations.

GENERAL CONDITIONS, EXPECTATIONS AND REQUIREMENTS:

- **Culture:** Contribute to a positive and collaborative office culture.
- **Residency:** Must reside within commuting distance of Council of Governments headquarters in Gallup, New Mexico.
- **Comportment:** Appropriate professional business attire is required; professionalism is expected in communications with fellow employees, with governmental clients and associates, and with the public; appropriate and authorized representation of positions, roles, interests, capabilities and commitments of the organization is expected.
- **Initiative:** High levels of initiative and facilitative leadership are expected in the accomplishment of assignments under general and specific professional supervision.
- **Multi-tasking:** Handle occasional stress and deadlines and manage
- **Physical requirements:** Ability to efficiently operate a passenger vehicle, to independently conduct local, regional, in-state and out-of-state travel and to operate standard office equipment is required.
- **Limitations:** The employee is responsible for informing the employer of any factors which may substantially affect or limit ability to meet the demands or job performance of the position.

APPROVED BY: Evan Williams, Executive Director