

**ALBUQUERQUE METROPOLITAN ARROYO
FLOOD CONTROL AUTHORITY**

POSITION DESCRIPTION

CLASS TITLE: Director of Administration

CLASSIFICATION: Exempt

DATE: February 1, 2024

GENERAL PURPOSE

The Director of Administration plans and directs the administrative operations of AMAFCA office support staff and service functions. Oversees various internal service functions, human resources, information technology, real estate, contract services, security, safety, loss prevention, complaint resolution, and compliance efforts to address federal and state administrative mandates, laws, and statutes that affect AMAFCA.

SUPERVISION RECEIVED

Works under the general guidance and direction of the Executive Engineer/Director.

SUPERVISION EXERCISED

Supervises the Executive Administrative Assistant, Administrative Assistant, Real Estate Manager, GIS Manager, and temporary office help.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- 1) Keeps Executive Engineer/Director informed of all relevant activities within area of responsibility.
- 2) Primary responsibility for Human Resources functions and the operation of the AMAFCA office complex.
 - a) Implements AMAFCA's Human Resources
 - i) Serves as an advisor to executive management on HR issues, ensures compliance with HR regulations, advises management on employee relations, and assists with organization development activities.
 - ii) Coordinates/conducts recruitment and new hire orientation,
 - iii) Manages human resource contract services, including but not limited to, services provided by the City of Albuquerque, such as medical insurance, workman's comp, etc.
 - iv) Maintains Worker's Compensation files.
 - v) Responsible for coordination and processing of personnel and payroll matters with City of Albuquerque, including payroll input and tracking. Coordinates with management and appropriate parties on unemployment, Workers' Compensation, Family and Medical Leave Act, and other leave programs etc.
 - vi) Compiles information necessary for cost-of-living salary adjustments.

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- vii) Compiles and processes payroll and personnel action paperwork for AMAFCA Staff.
 - viii) Serves as a member of the Executive Committee to address disciplinary actions, terminations, and other employee relations issues.
 - ix) Maintains hiring and recruitment files.
 - x) Maintains personnel files.
 - xi) Manages/Maintains disciplinary processes and records.
 - xii) Handles employee relations issues.
 - xiii) Maintains employee medical record files, as needed.
 - xiv) Maintains AMAFCA Employee Personnel Manual and updates as needed.
 - xv) Responsible for periodic external comparability compensation assessments to ensure AMAFCA is maintaining market relevance.
 - xvi) Maintains AMAFCA Compensation Policy and updates as needed.
 - xvii) Maintains AMAFCA forms, including the Performance Evaluation form and updates as needed.
 - xviii) Coordinates safety and other job trainings.
 - xix) Maintains safety records.
 - xx) Maintains Equal Employment Opportunity files.
 - xxi) Responsible for compliance with EEOC, OSHA, ADA, and other employment, safety, and operational statutes within the office environment.
 - xxii) Planning, scheduling, and promoting office events, including Board meetings, interviews, orientations, and training sessions.
- b) Manages AMAFCA Office property
- i) Manages insurance coverage, including Directors' Bonds, workers' compensation, liability, property, and surety insurance.
 - ii) Responsible for AMAFCA Records Retention and Disposal.
 - iii) Ensuring the office is stocked with necessary supplies and that all equipment is working and properly maintained.
 - iv) Overall supervision of library, computer network and other information and data processing systems and equipment.
 - v) Responsible for maintaining businesslike operation of office and office equipment, including, but not limited to: communication equipment (radio, telephone, cell), filing, deadlines, security, fire prevention, appearance and record preservation.
 - vi) Maintains inventory lists for AMAFCA excluding fleet and storm water quality. Reviews inventory lists annually to access inventory for deletion. Prepares all communications necessary for maintenance of inventory list.
- c) Manages legal services and or contract services as needed for legal review of contracts, property acquisition, human resources, complaint resolution, liability issues, and compliance issues.
- d) Works closely with Executive Engineer/Director, the Director of Operations, the Director of Finance and Procurement, and the Director of Planning and Engineering in preparing annual budgets.

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- 3) Additional responsibilities are to ensure compliance with regulatory requirements relating to business operations.
 - a) Coordinates with Executive Committee on AMAFCA's compliance reporting to address federal, state and local administrative laws, statutes and ordinances.
 - b) Responsible for overseeing AMAFCA's responsibilities during AMAFCA Directors and/or General Obligation Bond elections.
 - c) Assists and supports Executive Engineer/Director concerning administrative matters, as needed.

- 4) Supervisory Responsibility
 - a) Supervises the day-to-day operations of the administrative department and staff members.
 - b) Assigns work activities and job responsibilities, monitors workflow, and evaluates results of assigned staff.
 - c) Manages training needs for the Administrative Department staff members.
 - d) Conducts employee performance evaluations, recommends hiring, disciplinary actions, and termination, and resolves employee relations issues.

PERIPHERAL DUTIES:

1. Assist Staff in preparation and maintenance of administrative policies, plans, procedures, practices, manuals and systems, including but not limited to accounting, contract management, procurement, safety, and personnel.
2. Represent AMAFCA in such circumstances and/or on such committees as directed.
3. Perform other duties as assigned.

QUALIFICATIONS

Education and Experience Desired

1. Graduation from an accredited college or university with a bachelor's degree in human resources, business management, public administration, juris doctorate with experience in employment, or related fields. A master's degree is preferred.
2. Minimum of five years' experience in Human Resources and office management. Additional public administration experience is preferred.
3. Supervisory experience required.

Necessary Knowledge, Skills, and Abilities:

1. Exceptional leadership and time, task, and resource management skills.
2. Strong problem solving, critical thinking, coaching, interpersonal, and verbal and written communication skills.
3. Proficiency with computers, especially MS Office.
4. Familiarity with budget planning and compliance.

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5. Experience in human resources, including compliance, employee relations, benefits administration, compensation, and organizational development. Employee Relations experience should include conflict management, and working with all stages of disciplinary action associated with progressive discipline practices. Experience working with discipline in a public sector environment is preferred.
6. Experience managing operational issues within an office environment.
7. Experience in customer service.
8. Ability to handle multiple tasks, adjust and readjust priorities, and meet deadlines.
9. Possess good verbal and written communication skills.
10. Ability to self-start, and to work without constant supervision.
11. Ability to simplify complex tasks, identify and solve problems, organize and maintain diverse concepts and interests.
12. Willingness to continue building skills through educational opportunities.
13. Must have strong mathematical skills
14. Must have a valid New Mexico driver's license
15. Must show proof of automobile insurance.

SPECIAL REQUIREMENTS

Favorable background and credit investigation.

TOOLS AND EQUIPMENT USED

Personal computer (including accounting, communications, word processing, spreadsheet, and data base software), calculator, copier, fax, motor vehicle, phone and mobile radio.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work is performed mostly in office settings. Hand-eye coordination is necessary to operate computers and various pieces of office equipment. Specific vision abilities required by this job include close vision for working with data and computers.

While performing the duties of this job, the employee is occasionally required to stand; walk; use hands to handle, feel or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to sit; climb or balance; stoop, kneel, crouch, and talk. Sufficient hearing ability is needed to detect when visitors enter the building, to converse on the telephone and two-way radio, and converse in meetings and interpersonal dialogue.

The employee must occasionally lift and/or move up to 25 pounds.

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WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate to quiet.

OTHER

This job description does not constitute an employment agreement between AMAFCA and the employee and is subject to change by AMAFCA as its needs and requirements change.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of statements of specific duties does not exclude them, if the work is similar, related or a logical extension of the position.

New employees serve an Introductory Period of six (6) months or more, during which time supervisors will have an opportunity to evaluate the employee's ability and general suitability. An employee may be dismissed without cause at any time while in probationary status.