

**ALBUQUERQUE METROPOLITAN ARROYO
FLOOD CONTROL AUTHORITY**

JOB DESCRIPTION

CLASSIFICATION TITLE: Office Administrator

FLSA CLASSIFICATION: Non-Exempt

SAFETY SENSITIVE: No

DATE: December 12, 2025

GENERAL PURPOSE

The Office Administrator provides comprehensive administrative and operational support across the organization and serves as a secondary point of contact for the public. This role supports multiple functional areas, including contract management, purchase order processing, customer service for employees and the public, inventory and software license tracking, website and social media updates, and project support. The Office Administrator assists with timekeeping, recordkeeping, reporting, and procedure development and implementation. The Office Administrator prepares visual aids for public presentations and board meetings. In addition, the Office Administrator assists with building maintenance coordination, including scheduling contractors and tracking completion of work. The Office Administrator works closely with the Director of Administration to ensure effective operations and organizational support.

SUPERVISION RECEIVED

Works under the general supervision and direction of the Director of Administration.

SUPERVISION EXERCISED

As assigned, may exercise general supervision.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The following statements are intended to describe the essential functions and responsibilities of this position. They should not be viewed as an exhaustive list of the specific duties, responsibilities, and prerequisites.

1. Under the direction of the Director of Administration, provide general administrative support across all departments.
2. Prepare, process, and track purchase orders, vendor quotes, and procurement requests for all departments.
3. Maintain filing systems, records, logs, and documentation to ensure accuracy and accessibility.
4. Assist with developing and implementing administrative procedures and workflows.
5. Prepare correspondence, reports, spreadsheets, and presentations as needed.
6. Maintain, organize, and track inventory, contracts, agreements, and supporting documents for equipment, software licenses, subscriptions, and renewals for internal operations.
7. Coordinate with vendors on administrative matters such as quotes, invoicing, renewals, and service documentation.
8. Support interdepartmental communication by maintaining contact lists, calendars, and task tracking tools.

9. Perform basic website and social media updates, posting content and updates as directed.
10. Develop and prepare visual aids, slides, and materials for public presentations, board meetings, and internal use.
11. Assist with scheduling building and facility maintenance and repairs, ensuring timely vendor response.
12. Track maintenance activities, contractor work completion, and related documentation.
13. Assist with project management tasks, including tracking deadlines, documenting progress, and coordinating internal project needs.
14. Support departmental initiatives by preparing summaries, compiling data, and organizing project materials.
15. Serve as the backup timekeeper for payroll duties.
16. Serve as backup for reception duties and public inquiries as needed.
17. Performs other duties as assigned.

QUALIFICATIONS

Education and Experience Required

1. Associate's degree in public administration, business administration, project management or related field.
2. Two (2) years of work experience in office management, contract management, project administration, or equivalent combination of related education and/or directly applicable work experience with one (1) year government procurement experience.
3. Registration as a Notary Public or ability to obtain within six (6) months of hire.

Necessary Knowledge, Skills, and Abilities:

1. Must have exceptional communication skills with the ability to effectively communicate and work with staff, other government employees and constituents.
2. Strong organizational and record-keeping skills with high attention to detail.
3. Ability to manage multiple tasks, meet deadlines, and prioritize work effectively.
4. Ability to maintain confidentiality and handle sensitive information with discretion.
5. Excellent organizational, analytical, and problem-solving skills.
6. Customer service-oriented with a professional and approachable demeanor.
7. Ability to work both independently and collaboratively across departments.
8. Must have advanced proficiency in Microsoft Office Suite (Word, Excel, Outlook, PowerPoint), Adobe, Zoom, Teams, as well as other databases, email and calendar-keeping software as required for the position.

SPECIAL REQUIREMENTS

1. Must pass a pre-employment background and pre-employment criminal check.
2. Must submit to a limited drug screening.
3. Must possess and maintain a valid New Mexico driver's license or have the ability to obtain one prior to employment.

TOOLS AND EQUIPMENT USED

Desktop and laptop computers, tablets, phones, printer/copiers, scanners, camera. Office software includes word processing, spreadsheets, presentation tools, and databases. Web-based platforms for website updates, contract management, inventory tracking, and communications.

PHYSICAL DEMANDS

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

Work is primarily performed in an office setting, requiring regular use of hand-eye coordination to operate computers and various pieces of office equipment. Specific vision required include close vision for working with data and on computers.

The role occasionally requires standing, walking, using hands to handle, feel, or operate objects, tools, or controls, and reaching with hands and arms. Sitting, climbing, balancing, stooping, kneeling, crouching, and talking are also occasionally necessary. Sufficient hearing ability is required to converse on the telephone and engage in meetings and interpersonal dialogue.

The employee must occasionally lift and/or move up to 25 pounds and be able to reach and file material from floor level up to six feet above the floor.

WORK ENVIRONMENT

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

While performing the duties of this job, the employee regularly works indoors.

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

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.

This is a non-exempt position under the Fair Labor Standards Act (FLSA).

Effective Date: January 22, 2026

Revision History:

I have read and understand the above job description. I verify that I meet the requirements of the position, and I am able to perform the duties and responsibilities on this job description.

Print Employee Name

Employee Signature

Date