

**ALBUQUERQUE METROPOLITAN ARROYO
FLOOD CONTROL AUTHORITY**

JOB DESCRIPTION

CLASSIFICATION TITLE: Office Administrator

FLSA CLASSIFICATION: Non-Exempt

SAFETY SENSITIVE: No

DATE: February 24, 2026

GENERAL PURPOSE

Under the direction of the Director of Administration, the Office Administrator performs professional-level administrative and operational coordination in support of all departments and serves as a secondary point of contact for the public.

The position is responsible for administering internal processes related to contract and purchase order management, inventory and software license tracking, records administration, and project coordination. The Office Administrator supports timekeeping and reporting functions; assists with the development and implementation of administrative procedures; prepares materials for public presentations and Board meetings; and coordinates facility maintenance activities, including vendor scheduling and documentation tracking.

The Office Administrator works closely with the Director of Administration to ensure efficient operations, regulatory compliance, and consistent organizational support across functional areas.

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 administrative coordination and operational support across all departments, exercising independent judgment in prioritizing assignments and managing competing deadlines.
2. Maintain, organize, and track inventory, contracts, agreements, and supporting documents for equipment, software licenses, subscriptions, and renewals for internal operations, ensuring accuracy, compliance, and timely action on renewals and obligations.
3. Coordinate building and facility maintenance and repairs, ensuring timely vendor response, monitoring performance, and resolving routine issues independently.

4. Prepare, process, and track purchase orders, vendor quotes, and procurement requests for all departments, ensuring completeness, policy compliance, and adherence to procurement timelines.
5. Coordinate with vendors on administrative matters such as quotes, invoicing, renewals, and service documentation, serving as the primary administrative point of contact for routine vendor matters.
6. Maintain filing systems, records, logs, and documentation to ensure accuracy and accessibility, and confidentiality of sensitive information.
7. Participate in and support the development, implementation, and continuous improvement of administrative procedures and workflows, identifying opportunities for increased efficiency and consistency.
8. Prepare and independently draft correspondence, reports, spreadsheets, and presentations, ensuring accuracy, clarity, and professional quality.
9. Support interdepartmental communication by maintaining contact lists, calendars, and task tracking tools, and proactively following up on assignments and deliverables.
10. Perform basic website and social media updates, posting content and updates as directed, ensuring content accuracy and consistency with organizational standards.
11. Develop and prepare visual aids, slides, and materials for public presentations, board meetings, and internal use.
12. Track maintenance activities, contractor work completion, and related documentation, verifying documentation and confirming completion of contracted services.
13. Assist with project management tasks, including tracking deadlines, documenting progress, and coordinating internal project needs, and communicating status updates to appropriate personnel.
14. Support departmental initiatives by preparing summaries, compiling data, organizing project materials, and analyzing information to support administrative decision-making.
15. Serve as the backup timekeeper for payroll duties, ensuring compliance with internal procedures and payroll deadlines.
16. Serve as backup for reception area duties and public inquiries as needed, responding to inquiries with professionalism and sound judgment.
17. Perform other duties as assigned.

QUALIFICATIONS

Education and Experience Required

1. Associate's degree in Public Administration, Business Administration, Project Management, or a closely related field.
2. Three (3) years of progressively responsible administrative experience, including independent coordination of projects, contract administration, or office operations; or an equivalent combination of directly related education and experience.

Education and Experience Preferred

1. Experience with public sector or government procurement processes, including preparation and administration of purchase orders, quotes, and vendor documentation.

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.
4. Must obtain and maintain registration as a Notary Public within one (1) year of hire.

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: December 12, 2025

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