Albuquerque Metropolitan Arroyo Flood Control Authority

Official Job Description

Classification Title: Office Administrator
FLSA Designation: Non-Exempt (Overtime Eligible)
Safety Sensitive: No
Reports to: Director, Operational Services
Salary Grade: TBD

General Purpose

Supports the mission of the Albuquerque Metropolitan Arroyo Flood Control Authority (AMAFCA) by working closely with the Director of Operational Services to oversee and administer internal administrative processes. Coordinates operational support across departments, tracks contracts and agreements, coordinates office needs and maintenance, reviews payroll and departmental purchases. Provides input on and assists with the implementation of improvements to administrative processes and procedures.

Essential Duties and Responsibilities

The following describes the essential functions and responsibilities of the position and should not be viewed as an exhaustive list of all job requirements.

1. Supports the Director of Operational Services by coordinating and administering a broad range of operational support functions; exercises independent judgment to prioritize assignments and manage competing deadlines.
2. Prepares, processes and tracks purchase orders, vendor quotes and procurement requests, ensuring completeness, accuracy, policy compliance and adherence to procurement timelines.
3. Coordinates the organization's response to Inspection of Public Records Act (IPRA) requests, to include coordinating with staff to obtain copies of public records, evaluating IPRA requirements for disclosure, coordinating reviews by legal counsel, and ensuring timely and complete responses in compliance with NM Secretary of State and OMA requirements.
4. Assists with maintaining all filing systems, records, logs and documentation to ensure accuracy and accessibility, as well as confidentiality of sensitive information.
5. Manages the building and facility needs of the AMAFCA office, to include ensuring timely opening and closing of public spaces, coordinating preventative maintenance, managing custodial services contracts, responding to pest control and security requirements, ordering and tracking office supplies, and addressing immediate real property systems repair and maintenance needs.
6. Evaluates and verifies payroll, serving as back-up timekeeper; recommends opportunities to improve payroll policies and procedures and provides advice and information to staff on timekeeping requirements.

7. Provides input and support for the development, implementation and continuous improvement of administrative procedures and workflows, identifying opportunities for increased efficiency and consistency.
8. Assists with departmental projects and process improvement initiatives, to include scheduling planning meetings, maintaining project documentation, tracking deadlines compiling data and summaries, organizing project materials, and facilitating internal communication.
9. Drafts correspondence reports, spreadsheets, presentations, visual aids, slides and materials for public presentations, Board of Directors' meetings, and internal meetings; may present information on administrative matters to the Board of Directors, the public and other stakeholders as needed.
10. Assists in facilitating Board of Directors' meetings and public forums by setting up audiovisual equipment;; and problem-solving issues that arise to ensure the continuity and quality of public forums.
11. Supports interdepartmental communication by maintaining contact lists, calendars, task tracking tools and proactively following up on assignments and deliverables.
12. Performs other job-related duties as assigned.
13. Coordinates all aspects of office events and gatherings.

Minimum Qualification Requirements

Associate's degree in a related field and three (3) years of job-related experience. A combination of relevant education and experience may be considered.

Must obtain notary within 6 months of hire.

Knowledge, Skills and Abilities Required for Success:

- Knowledge of:
    - Applicable federal, state and local laws, regulations, requirements, principles and practices.
    - AMAFCA's policies, functions and responsibilities.
    - Procurement processes, procedures and requirements within a public government agency.
    - Routine building maintenance and repair requirements.
    - Principles and practices of project management and process improvement.
    - Processes, standards, rules and requirements related to payroll processing.
    - Records management principles and practices.
- Skilled in:
    - Delivering high-quality customer service to the public.
    - Correct usage, grammar, spelling and punctuation.
    - Analyzing problems, projecting consequences, identifying solutions and implementing recommendations.
    - Multi-tasking while maintaining a strong attention to detail.
    - Identifying operational inefficiencies and developing administrative solutions.

    - Developing high-quality reports, spreadsheets, presentations, visual aids, slides and other materials.
- Ability to:
    - Maintain confidentiality of privileged information.
    - Communicate effectively in written and oral form.
    - Work in a fast-paced environment and meet deadlines.
    - Interact and maintain good working relationships with individuals of varying social and cultural backgrounds
    - Uphold strong ethics and integrity.
    - Contribute to a collaborative, team-centered environment.
    - Maintain records and databases.
    - Monitor and update websites and social media platforms, ensuring consistency, accuracy of information and alignment with organizational standards.

Special Requirements of the Job

1. Must pass a pre-employment background and 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.

Physical Demands and Working Conditions

The following represent the physical demands and working conditions that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of the job, the employee is regularly required to sit; talk or hear. The employee is occasionally required to stand; walk; use hands to handle, grasp or manipulate objects; reach with hands and arms; stoop, kneel, crouch, or crawl; and lift to 20 pounds. Specific vision abilities required include close, color and peripheral vision, depth perception, and the ability to quickly adjust focus. Work regularly entails use of a computer and telephone.

Work is generally performed in an office setting with a moderate noise level. Work occasionally occurs outdoors with exposure to natural hazards, dust, fumes and temperatures. Tight time constraints and multiple demands are common. Work involves occasional work after hours and/or travel to designated sites or locations to attend work-related meetings, conferences and trainings. Tight time constraints and multiple demands are common.

Employee Agreement

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

By signing below, I attest to having read and understood the above job description. I confirm that I meet the requirements of the position and can perform the duties and responsibilities of this job description.

Printed Name	Signature	Date