

Multi-Department Administrative Assistant job summary:

The Town of Mountainair Police Department and the Finance and Administration Department is seeking an Administrative/Technical Assistant to manage the office and handle complex duties for Police and Town of Mountainair upper management. We are looking for an individual who is highly efficient and comfortable being a member of a team. The ability to multi-task, while maintaining complex schedules and managing administrative support, is essential in this position. The ideal candidate for this job is resourceful, a good problem solver, organized and technologically literate. Assuring a steady completion of workload in a timely manner is key to success in this position. This position will have their time divided equally between Police, Town Hall, and Public Works or as directed by the Mayor.

Administrative Assistant responsibilities and duties

- Manage workflow by assigned tasks from the Chief of Police and Finance & Administration department supervisors, ensuring that deadlines are met, and work is completed correctly
- Assist MTPD/F&A staff members and new hires, with documentation of training/Personnel files, including public works operator qualifications, and other office duties.
- Implement and monitor NMDOT Grant projects, US DOJ Grant programs as directed by Police management, as well as various other F&A grants and see the programs through to completion.
- Generate memos, emails and reports when appropriate as directed by the Chief of Police or Town Hall supervisors.
- Assume responsibility for maintenance of mtpd/office equipment, including computers, copy machines, fax machines, and cell phones.
- Maintain office supplies by checking inventory and order items for the agency
- Respond to questions and requests for information, under IPRA and Federal agencies.
- Answer MTPD incoming calls and assume other receptionist duties as needed

- Work in a Public Safety environment and able to maintain strict confidence on all matters presented in a work-related area.
- Assist in community, facility, safety and infrastructure master planning.
- Research funding sources for projects.
- Assist in the definition of project scope and objectives.
- Assist in 'floating' for Town Clerk, Accounts Receivable, and Treasurer when needed.
- Assist in employee and community safety coordination.
- Other duties as assigned.

Administrative Assistant qualifications and skills

Must be able to pass an intensive FBI/NMDPS background check on work, and personal relationships. No moral turpitude arrests or financial crimes convictions be able to be bonded.

Must be able to be team player and be available on weekends, holidays and after normal work hours due to the high volume of work needs

Have at least three years or more working experience in the areas of Legal, Law, or working in Public Safety sectors. With excellent references and good work ethics skills set.

Able to work in a changing work area, assist other Town agencies with work related projects, and duties, as needed.

Must be able to learn complex tasks in dealing with Federal and State Grant activities logs, funding requests deadlines and FBI/UCR Index reporting methods.

Must be able to learn complex technical processes of public utility and general infrastructures.

Able to learn various specialized software systems.

Able to learn or already possess budgeting and bookkeeping skills.

Education:

HS Diploma or GED , College degree obtained or in progress in Business Administration, or Criminal Justice preferred but not required.

Certifications:

NMDPS, FBI access a plus

Valid NM driver license

Any business accreditations i.e.; Business Specialist, or Admin Executive courses is a plus.

All interested applicants please submit a detail resume along with the Town of Mountainair Employment application, which can be located at www.MountainairNM.gov

Upon receipt of your application only qualified applicants meeting these requirements will be contacted for an oral board interview. Please no phone calls, any questions contact Chief of Police, MTPD J. Reyes at jreyes@mountainairnm.gov .