

**PUEBLO OF LAGUNA
JOB ANNOUNCEMENT NO. 2024-42**

OPEN TO IN-HOUSE & EXTERNAL APPLICANTS

POSITION:	Administrative Assistant II – Engineering
OPENING DATE:	September 4, 2024
CLOSING DATE:	Open until filled
DEPARTMENT:	Public Works – Engineering
SALARY RANGE:	NE9; \$28,829 - \$43,264

Position Summary:

Under general direction of the Engineering Program Manager, the Administrative Assistant II provides a wide variety of administrative and secretarial support for the Engineering Program Manager, project managers, and other program staff. Consistently applies the Pueblo's Core Values in support of Workforce Excellence. Maintains confidentiality of all privileged information.

This list of duties and responsibilities is illustrative only of the tasks performed by this position and is not all-inclusive.

Essential Duties & Responsibilities:

- Screens incoming calls and visitors, routes to program staff as required; may respond independently based on nature of contact.
- Exercises/exhibits professional etiquette and demeanor in personal, telephone, and video conferencing.
- Logs incoming and outgoing correspondence and documents in the Pueblo's Mail Log tracking system. Distributes and processes incoming/outgoing correspondence and documents as required.
- Develops drafts of correspondence and other documents; reviews and edits outgoing correspondence and documents for correct grammar, punctuation, formatting, spelling, and consistency with SOPs.
- Arranges program and project meetings, including room reservations, A/V equipment setup and operation, prepares and distributes exhibits, and handouts.
- Assists in the maintenance of the department's pages on the Pueblo's website.
- Processes and validates accuracy on check requests, contracts, purchase orders, contractor submittals, Request for Information (RFI's), budget modifications, and contractor pay requests. Coordinates the processing of documents with the accounting office.
- Maintains comprehensive hard copy and electronic filing systems. Reviews and organizes documents and other electronic and printed material to ensure the completeness and accuracy of departmental records.
- Assists in management of project budgets including budget modifications, reporting, and acquiring accounting data.
- Monitors and expedites time dependent activities and projects as determined by the Engineering Program Manager.
- Prepares sign-in sheets, minutes, agendas, memos, forms, directories, and other documents.
- Assists the Program Manager in the organization and management of schedule, calendars, and appointments.
- Coordinates special events and activities for the Engineering Program.
- Maintains professional and technical knowledge by attending relevant training and workshops.
- Assists the Pueblo's Emergency Management Program and its response to public emergency incidents.
- Contributes to a team effort and accomplishes related results as required.
- Performs other duties as required.

Background Investigation Requirements:

The Pueblo of Laguna has a Suitability Policy for background investigation processes. Every position in the government operation is reviewed and designated at one of three risk levels. The determination is commensurate

with public trust responsibilities and attributes of the position which includes job duties. The Administrative Assistant II - Engineering is designated as a Moderate Risk Public Trust (MRPT) position.

Type of Background Check	Required
Pre-Employment Drug Screening	X
Background Investigation (Criminal Check, Sex Offender Check, Social Security Trace, Driving Record, Civil Court Check – if applicable, Tribal Criminal Check – if applicable)	X
Employment Verification, Education / License Verification, Personal Reference Verification	X
Fingerprint Verification	
Must Be Able to Drive a Pueblo Issued Vehicle	X
Other	

Minimum Qualifications:

Associates degree in Business Administration or related field required. Five (5) years administrative or secretarial experience including (2) two years advanced computer experience required. A combination of relevant education and directly related work experience may be considered. FEMA/ICS 100, 200, 700, 800 Certifications preferred; must obtain within six (6) months of hire. Previous experience with engineering design and/or construction terminology and processes preferred.

Knowledge, Abilities, and Skills:

- Knowledge of current office practices, procedures, and equipment.
- Knowledge of the administrative side of planning, design and construction activities, processes, and terminology.
- Knowledge of proper spelling, grammar, punctuation, and math skills sufficient to carry out essential duties.
- Knowledge of records management and basic accounting procedures.
- Knowledge of basic FEMA policies, regulations, and processes regarding emergency incident response and management.
- Ability to communicate effectively, both verbally and in writing.
- Ability to interact and maintain good working relationships with individuals of varying social and cultural backgrounds.
- Ability to maintain confidentiality; demonstrate high moral character and self-responsibility.
- Ability to analyze situations and adopt appropriate courses of action.
- Ability to work with minimal supervision, to handle multiple tasks, and meet deadlines.
- Ability to follow oral and written instruction.
- Skill and ability in attention to detail; to recognize inconsistencies or missing information in documents and files.
- Skill in computer use, including Word, Excel, Access, PowerPoint, and software unique to program.
- Skill in website/program page maintenance.
- Skill in budget preparation and administration.
- Skill in preparing, reviewing, and analyzing operational and financial reports.
- Skill in document management, filing, and record-keeping.

Application Instructions:

- Go to www.lagunapueblo-nsn.gov and click on Employment Opportunities for application instructions and application form. **Read instructions prior to completing application form; incomplete applications will not be considered.** Resumes are encouraged but not in lieu of a complete application form.
- All hand delivered documents must be received by the Human Resources Office no later than 4:30 pm (MDT) on the closing date. All electronically mailed documents must be received by the Human Resources Office no later than 11:59pm (MDT) on the closing date.
- Application packets may be submitted by one of the following methods:
 1. E-mail to poemployment@pol-nsn.gov;
 2. Mail to Pueblo of Laguna Human Resources; P.O. Box 194; Laguna, NM 87026
 3. Deliver to the Human Resources Office, 23 Rio San Jose Rd; Laguna, NM 87026
 4. Fax to (505) 552-9675
- For more information, contact Whitney Roughsurface, at (505) 552-5784 or by e-mail at the above address.

LAGUNA TRIBAL MEMBER PREFERENCE APPLIES