



Village of
Los Ranchos de Albuquerque

SETTLED C. 1661 ... INCORPORATED 1958

Position: Executive Assistant

Department: Administration

Salary Range: \$14.00/hour - \$20.00/hour

FLSA Status: Non-exempt

Classification: Temporary, Full-Time

Position Summary

The Executive Assistant, under the general direction of the Mayor and Village Administrator, performs technical and multifaceted duties pertaining to the operation of the Village. In general, maintains the Village website, coordinates the Village magazine including managing all advertising for the publication. Oversees all social networking efforts, responds to marketing leads, and performs administrative duties including but not limited to answering telephones, preparing receipts, ordering office supplies, inputting database information, and responds to various inquiries and event requests.

Minimum Qualifications

Education and Experience: Associate's degree from an accredited college or university in public administration, business administration, communications, or related field, plus two to three (2-3) years of administrative experience or in a related field; an equivalent combination of education and experience. Experience in print publications preferred.

Necessary Knowledge, Skills and Abilities: Ability to communicate effectively verbally and in writing; Ability to establish successful working relationships with co-workers and the public; Ability to work under pressure and/or frequent interruptions; Knowledge of governmental principles and practices; Knowledge of general office procedures; Ability to read, review, interpret, and proofread a variety of documents, including but not limited to the Village Vision magazine, interoffice documents, letters, memoranda, and other forms of formal correspondence.

Essential Functions

The following functions are typical for this position. The omission of specific functions does not exclude them if the work is similar, related or a logical assignment for this position. Other duties may be required and assigned.

- Provides assistance and is often the initial contact citizens, public and private agencies have with the Village; Accepts applications and payments; Responds to and directs complaints to proper departments;
- Answering and directing inquires, in person or on the telephone; Route callers and/or visitors to the proper departments;
- Maintains and manages the Mayor and Village Administrator's appointment schedule by planning and scheduling meetings, conferences, and teleconferences;
- Maintains and manages Village website;
- Accepts Village Vision advertising and coordinates with columnists; Works closely with layout artist to ensure deadlines are met; Collects payments and prepares billing statements for advertisements; Converts magazine into digital format for placement on Village website; May write articles as needed;
- Maintains office supply inventory by reviewing inventory level; Anticipating needed supplies; Placing orders for supplies and verifies receipt of supplies;
- Provides clerical support to Village staff as needed;
- Upon request by the public, furnishes copies of municipal records and collects proper fees;
- When requested composes reports, memorandums and other documents.

Peripheral Duties

May be assigned to a variety of specialty assignments as needed to assist in the completion of administrative projects; Other duties as may be assigned.

Screening and Compliance

Formal application, rating of education and experience; Oral interview and reference check; Job related tests may be required. Employee must pass a physical exam, pre-employment drug screening, and background check.

Certifications, Licenses and Registrations

Driver's License Requirement:

Must have and maintain a valid NM State Driver's License or the ability to obtain a license within one month of employment.

Preferred certifications, licenses or registrations:

State of New Mexico Public Notary or the ability to obtain a license within one month of employment.

Note -- For any driver, driving record must always meet Village driving and insurability standards.

Supervision Received and Exercised

Works under the general supervision of the Mayor and the Village Administrator.

Physical Requirements and Working Conditions

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job with or without reasonable accommodations.

Work is performed mostly in office setting and is primarily sedentary. Hand-eye coordination is necessary to operate computers and various pieces of office equipment. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

The employee must occasionally lift and/or move up to twenty-five (25) pounds. While performing the duties of this job, the employee is regularly required to sit, stand, walk, talk and hear, use hands to handle, feel or operate objects, tools or controls, and reach with hands and arms. The employee is occasionally required to, climb or balance, stoop, kneel, crouch, or crawl.

Equipment, Tools, and Materials

Personal computer, including word processing and spreadsheet software; OS X (Apple) operating system; database software; web design applications and software; financial software; 10-key calculator, phone, copy machine, fax machine; Operate a Village vehicle as required.

Approvals and Acknowledgement

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

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

Employee Acknowledgement: I certify by my signature below that I am able to perform the essential functions of this position with or without a reasonable accommodation.

Name: _____

Signature: _____

Date: _____

Approval: _____
Mayor, Larry Abraham

Date: _____

Approval: _____
Kelly Ward, Administrator

Date: _____

Revision History:

5/13/1998
9/23/2005
3/7/2011
12/7/2012
3/30/2015