

# *Capital Projects Administrative Assistant*

*Town of Bernalillo*

*Recruitment Period: Open Until Filled*

**Location:** Bernalillo, New Mexico

**Job Status:** Part-Time/Permanent

**Department:** Capital Projects

**Hourly Rate:** \$11.26 p/hr

## **Summary of Position:**

- Reviews literature dealing with Capital Project funds available through grants from governmental agencies to determine feasibility of applying for funds to meet the capital needs of the Town.
- Assists the Director in working with fiscal officer in preparing narrative justification for purchase of new equipment and other budgetary expenditures.
- Assists the Director in submitting proposals to officials for approval.
- Assists the Director in the evaluation and monitoring of grant funded capital projects, or assists in writing specifications for evaluation or monitoring of projects by an outside agency.
- Assist the Director in developing and maintaining programs which are compliant with State and Federal regulations.
- Assists the Director in writing periodic reports to comply with grant requirements.
- Maintains grant and internal databases.
- Maintains master files on capital project grants.
- Creates and maintains Excel workbooks and databases.
- Monitors paperwork connected with grant funded capital projects.
- Research potential funding sources for applicability to the department, review applications to funding sources, gather pertinent data and make recommendations to Director
- Assist in preparation of grant applications to potential funding sources.
- Assist in the preparation of written and oral presentations to/for potential funding sources, governmental bodies, civic organizations, media organizations, public hearings, and board and committee trainings.
- Assist in capital project management in areas of wage rate compliance, required reporting to funding agencies, budget development, and preparation of financial reports as required.
- Manages the Director's calendar and independently schedules appointments.
- Screens incoming calls and correspondence and responds independently when possible.
- Directs preparation of records such as agenda, notices, minutes, and resolutions for public meetings.
- Acts as custodian of the department documents and records.
- Directs preparation and filing of the Departments documents with government agencies to conform to statutes.
- Process purchase orders.
- Assists in maintaining record keeping system.
- Operate office equipment including copiers, fax machine, typewriter, computer, printers, and calculators.

**Education/Experience:**

Associate's Degree (A.A.) from two (2) year Community College; or four (4) years related experience and/or training; or equivalent combination of education and experience.

**Agency Preference:**

Proven professional experience in an administrative capacity; demonstrated ability to display initiative and assertiveness with minimal supervision; ability to work effectively under pressure of deadlines; strong organizational and interpersonal skills; strong computer skills with knowledge of various software programs.

**Conditions of Employment:**

Must possess and maintain a valid NM Driver License.  
Must pass criminal background investigation

**Working Conditions:**

Work is performed in an office setting, some travel may be required.

**If interested, please submit your application to:**

Troy Martinez  
Human Resources Director  
P.O. Box 638  
Bernalillo, New Mexico 87004

Or by email to:

[jobs@townofbernalillo.org](mailto:jobs@townofbernalillo.org)

Or by fax to:

505-771-8626