

Capital Projects Coordinator

Town of Bernalillo

Recruitment Period: July 21, 2021 until filled

Reports To: Administrator

Location: Bernalillo, New Mexico

Department: Capital Projects

Job Status: Full time/Permanent

FLSA Status: Non-exempt

Hourly Range: \$16.34

Summary Provides high-level administrative support by conducting research and preparing reports, handling information requests, and performing clerical functions such as preparing correspondence, receiving visitors, arranging conference calls, scheduling meetings, files and maintains organization for Capital Construction Projects.

Nature of Work

- 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.
- Writes 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.
- Creates and maintains Power Point presentations
- Prepares reimbursements for grant fundings

- 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.
- Assists in preparation of records such as agenda, notices, minutes, for public meetings.
- Directs preparation and filing of the Departments documents with government agencies to conform to statutes.
- Arranges for photography and/or press coverage for special projects events and opening day of events.
- Process purchase orders and order supplies. as needed
- Assists in maintaining record keeping system.
- Operate office equipment including copiers, fax machine, typewriter, computer, printers, and calculators.
- Performs other related duties as assigned.

Supervisory Responsibilities

This job has no supervisory responsibilities.

Competencies

To perform the job successfully, an individual should demonstrate the following competencies:

- Project Management - Coordinates projects; completes projects on time and budget.
- Oral Communication - Speaks clearly and persuasively in positive or negative situations; listens and gets clarification; responds well to questions.
- Written Communication - Writes clearly and informatively; edits work for spelling and grammar; Varies writing style to meet needs; presents numerical data effectively; able to read and interpret written information.
- Organizational Support - Follows policies and procedures; completes administrative tasks correctly and on time; supports organization's goals and values.
- Judgment - Displays willingness to make decisions; exhibits sound and accurate judgment; supports and explains reasoning for decisions; includes appropriate people in decision-making process; makes timely decisions.
- Planning/Organizing - Prioritizes and plans work activities; uses time efficiently; plans for additional resources; sets goals and objectives.
- Quantity - Meets productivity standards; completes work in timely manner; strives to increase productivity; works quickly.

- Results Orientation - Knows which results are important, focuses resources to achieve goals; creates own measures of excellence; improves personal performance; contributes to team success; contributes to organizational success.

Qualifications To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or 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.

Requirements: Skills test will be required.

- Prolonged periods sitting at a desk and working on a computer.
- Must be able to lift up to 15 pounds at times.

Some field work/travel may be performed

Conditions of Employment:

Must possess and maintain a valid NM Driver's License.

Must pass a pre-employment drug screen test

Please submit resume and application to:

Human Resources Department

829 Camino Del Pueblo

P.O. Box 638

Bernalillo, New Mexico 87004

msantillan@townofbernalillo.org

505-771-7112

Or by fax at

505-771-8626