



City of Grants

POSITION DESCRIPTION

POSITION TITLE: Administrative Assistant

DEPARTMENT: Administration

REPORTS TO: City Manager / HR Director

SUPERVISES: N/A

POSITION SUMMARY: Under the general supervision to the City Manager and Human Resources Director, the Administrative Assistant provides clerical, administrative, and organizational support to ensure the efficient operation of the City's executive and human resources functions. This position serves as a key liaison between departments, employees, elected officials, and the public. Duties include preparing correspondence, managing schedules, assisting with human resources processes, maintaining records, and performing other administrative functions as assigned.

PRINCIPLE DUTIES, RESPONSIBILITIES, & REQUIREMENTS:

The Administrative Assistant must be able to perform, but not limited to, the following essential job duties, with or without reasonable accommodation:

Administrative Support to the City Manager & Human Resources Director

- Provides high-level administrative support to the City Manager and Human Resources Director.
- Coordinates schedules, appointments, meetings, and travel arrangements.
- Prepares correspondence, reports, memoranda, and other official documents as requested.
- Screens and routes phone calls, emails, and mail to the appropriate departments.
- Maintains confidential files, records, and sensitive information.
- Assists with tracking and following up on assignments and projects from various departments.

Human Resources Support

- Assists in processing personnel actions, including hiring, onboarding, promotions, and terminations.
- Maintains and updates employee records and personnel files.
- Coordinates training sessions, meetings, and employee events.
- Assists in the preparation and dissemination of HR-related communications and policy updates.
- Supports the recruitment process by scheduling interviews, processing background checks, and corresponding with candidates.
- Assists employees with forms, benefits inquiries, and HR-related concerns.

Records Management & Document Preparation

- Prepares and maintains official City documents, including contracts, agreements, and resolutions.
- Organizes and files correspondence, records, and legal documents for easy retrieval.
- Ensures compliance with document retention policies and state regulations.
- Assists in the preparation of agendas, minutes, and presentations for meetings.

Customer Service & Public Relations

- Greets and assists visitors in a professional and courteous manner.
- Responds to inquiries from the public, employees, and officials with accurate information.
- Coordinates communication between departments, elected officials, and outside agencies.
- Assists in event planning, public meetings, and City functions.

General Office Support

- Orders and maintains office supplies and equipment.
- Assists with processing invoices, purchase orders, and budget tracking.
- Prepares and distributes internal communications, notices, and announcements.
- Ensures the office operates efficiently by maintaining an organized workspace.
- Provides backup administrative support to other departments as needed.
- Performs other duties as assigned.

MINIMUM QUALIFICATIONS & OFFICIAL REQUIREMENTS:

- High School Diploma or equivalent (GED) required.
 - Associate's degree in Business Administration, Public Administration, or related field preferred.
 - Minimum **two (2) years** of administrative or clerical experience, preferably in a government or municipal setting.
 - Strong oral and written communication skills in English.
 - Proficiency in Microsoft Office Suite (Word, Excel, Outlook, PowerPoint) and ability to learn City software.
 - Ability to handle confidential information with discretion and professionalism.
 - Must possess, or be able to acquire, a valid **New Mexico Driver's License** and maintain a good driving record.
 - Must pass a **pre-employment drug test** and **extensive background check**.
- A comparable amount of training and experience may be substituted for the minimum qualifications.*

KNOWLEDGE, SKILLS, AND ABILITIES:

- **Knowledge of** municipal government operations, policies, and procedures.
- **Knowledge of** human resources practices and employment laws (preferred but not required).
- **Knowledge of** record keeping and personnel file management
- **Knowledge of** benefits administration
- **Knowledge of** recruitment and onboarding processes
- **Knowledge of** office administration and scheduling
- **Skilled in** using office equipment, including printers, copiers, and multi-line phone systems.
- **Skilled in** organization and time management
- **Skilled in** verbal and written communication
- **Skilled in** confidentiality and discretion
- **Skilled in** Microsoft office suite (Excel, Word, Outlook)
- **Skilled in** customer service and interpersonal skills
- **Skilled in** data entry and report generation
- **Ability to** maintain confidentiality of sensitive HR and City Manager records

- **Ability to** prioritize multiple tasks, meet deadlines, and work independently with minimal supervision.
- **Ability to** maintain professionalism in stressful or sensitive situations.
- **Ability to** interact with employees, elected officials, and the public in a courteous and tactful manner.
- **Ability to** draft clear, concise correspondence and reports.
- **Ability to** maintain organized and accurate records, both digital and physical.
- **Ability to** assist in hiring, onboarding, and training processes
- **Strong problem-solving** and decision-making abilities.

GENERAL CONDITIONS:

Residency: Employee must reside within reasonable commuting distance of the worksite.

Code of Conduct: Employee is accountable for being informed of and complying with the City's Code of Conduct.

Attitude: Employee is expected to exhibit a positive, constructive and cooperative attitude in the workplace and with the general public.

Initiative: Employee must exhibit high levels of personal initiative, mature self-direction and responsibility, and leadership are expected of the employee in this position.

Travel: Job performance is subject to moderate in-City vehicular travel and occasional external travel.

Limitations: Employee is responsible for informing the employer of any physical, mental or other factors which may substantially affect or limit ability to meet the demands of the position.

PHYSICAL DEMANDS AND WORK ENVIRONMENT:

PHYSICAL DEMANDS: The physical demands described here are a representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit, use hands and finger dexterity to operate office equipment, including telephones, printers, photocopiers, scanners and computer equipment. Employee must be able to, reach with hands and arms, and talk and hear in order to communicate orally via telephone, and in-person. The employee is frequently required to change positions, walk, and may be required to stand for extended amounts of time. This position requires the employee to occasionally lift and/or move object weighing up to 50 or more pounds, such as boxes and stacks of records. Employee may be required to perform vehicular travel between other City or State buildings. Specific vision abilities required by this job include close vision and the ability to adjust focus.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The work environment involves the everyday discomforts typical to office work, with occasional exposure to outside elements. When working at the City offices, the environment may vary dependent on the schedule of events. Incumbent may occasionally be required to work extended business hours and weekends, including City events, emergency situations, and availability to attend evening meetings.

Job requires being open to change (positive and negative) and to considerable variety in the workplace
Job requires a willingness to lead, take charge, and offer educated opinions, direction, and guidance.
Job requires a willingness to take on responsibilities and challenges.

EXAMPLES OF WORK EQUIPMENT: Computers, typewriters, copy machines, fax machines, printers, scanners, calculators, telephones, mail processing equipment, analog/digital audio, audio/video and photographic software and hardware duplication equipment, transcription machines, and automobiles, etc.

The employee will have frequent contact with other employees in the assigned department, and may be required to interact with employees outside of the department. The employee may be required to change tasks frequently and to perform tedious exacting work. The employee may face difficult and stressful situations, and may be required to perform multiple tasks simultaneously, and to work closely with others as part of a team. The employee is highly visible and will interact with the public on a regular basis; and must be able to provide exemplary customer service in this position.

The noise level in the work environment is usually minimal but may be moderate during special events/programs.

THIS JOB DESCRIPTION DOES NOT CONSTITUTE AN EMPLOYMENT AGREEMENT: Nothing in this job description restricts ability to assign, reassign, or eliminate duties and responsibilities of this job at any time. It does not prescribe or restrict the tasks that may be assigned. This job description describes the City's current assignment of essential functions. Those functions may change at any time as the needs of the City change or for other reasons deemed appropriate by the City.

CITY MANAGER'S SIGNATURE:

the following signature indicates that the City Manager has approved this position description as of the date of signature.

City Manager

Date

EMPLOYEE'S SIGNATURE:

the following signature indicates that the employee has read and understood the terms of this position description as of the date of signature.

Employee

Date