

# **JOB ANNOUNCEMENT ADMINISTRATIVE SPECIALIST**

## **SOUTH CENTRAL COUNCIL OF GOVERNMENTS WORKFORCE DEVELOPMENT PROGRAM**

### **GENERAL DESCRIPTION**

This position assists the Program Administrator and the Communications Manager with daily administrative tasks to include, but not limited to, the preparation of board and committee meetings in compliance with the NM Open Meetings Act, board trainings and other related tasks to meet the objectives of the workforce development area. The position will assist with the preparation and production of promotional materials. The position requires an attentiveness to detail, compiling and proofing of meeting packets, and other materials, as well as preparing and maintaining records.

Position involves competing demands, performing multiple tasks, working to deadlines, occasional work beyond normal business hours or weekends is required, and responding to inquiries and issues.

Work is primarily performed in a standard office environment. Travel to meetings, events, and other activities is required. Occasional overnight travel is also required. Light physical demands; mostly desk work requiring the ability to lift and carry files and reports and frequent use of a personal computer.

FIRST CONSIDERATION MAY BE GIVEN TO CURRENT SOUTH CENTRAL COUNCIL OF GOVERNMENTS EMPLOYEES WHO MEET THE MINIMUM REQUIREMENTS.

### **COMPENSATION OFFERED & GENERAL INFORMATION**

Starting Salary Range:	\$15.00-\$20.00 per hour
Health Benefits:	State of NM Health Insurance: Health, Vision, Dental & Life
Retirement Benefits:	State of NM PERA Retirement
Leave:	Annual, Sick and Holiday
Status:	Permanent, Full-time after six-month probationary period
FLSA:	Non-Exempt
Supervisor:	WIOA Program Administrator
Work Location:	Mesilla, NM office

### **MINIMUM QUALIFICATIONS**

- High school diploma or high school equivalent; and a minimum of four years of administrative experience required.
- Experience with Microsoft Word and Outlook is required;
- Valid driver's license may be required or preferred. If applicable, position requires an acceptable driving record in accordance with the personnel policies.

### **MINIMUM DUTIES TO BE PERFORMED**

- Prepares, reviews, and proofs meeting packets of information for dissemination.
- Prepares training materials and organizes training activities for board members.
- Prepares and presents various special and recurring reports; maintains program records and files to ensure compliance and meet performance targets; and other duties as assigned

### **KNOWLEDGE, SKILLS & ABILITIES**

#### **Knowledge:**

- Clerical — Knowledge of administrative and clerical procedures and systems such as word processing, managing files and records, designing forms, and other office procedures and terminology.
- English Language — Knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar.

SOUTH CENTRAL COUNCIL OF GOVERNMENTS IS AN EQUAL OPPORTUNITY EMPLOYER

Offer of employment is contingent upon verification of individual's eligibility for employment in the United States, passing a background check and drug test.  
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**Skills in:**

- Active Listening — Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.
- Speaking — Talking to others to convey information effectively.
- Reading Comprehension — Understanding written sentences and paragraphs in work related documents.
- Writing — Communicating effectively in writing as appropriate for the needs of the audience. communicating effectively and preparing and presenting information for diverse audiences; operating a personal computer with installed generic and specialized software, such as Microsoft Word and Outlook.

**Ability to:**

- Oral Comprehension — The ability to listen to and understand information and ideas presented through spoken words and sentences.
- Oral Expression — The ability to communicate information and ideas in speaking so others will understand.
- Written Comprehension — The ability to read and understand information and ideas presented in writing.
- Written Expression — The ability to communicate information and ideas in writing so others will understand.

**CERTIFICATES, LICENSES AND OTHER ITEMS REQUIRED**

- Valid vehicle driver's license is required.
- Background check and drug screening required.
- Assessments may be required as part of interview process.

**WORK ENVIRONMENT AND PHYSICAL DEMANDS:**

- Work is performed primarily in-office and public setting assembly areas. Travel within the seven-county area and beyond is required.
- The incumbent must have audio and visual acuity, as well as the ability to communicate both orally and in writing. Mobility is requisite. Some lifting, bending, reaching, and grasping may be involved; maximum lift load would be 30 lbs.

**Reply to/Deadline for Applications:**

**APPLICATION REQUIREMENTS**

Email a cover letter and resume with the names, addresses, e-mails & telephone numbers of three references.

**Email to:**

Glory Juarez

[gjuarez@sccog-nm.com](mailto:gjuarez@sccog-nm.com) in Microsoft Word or PDF format

**DEADLINE FOR APPLICATIONS TO BE RECEIVED:**

NO LATER THAN MAY 19, 2023 at 5:00 p.m.

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