



PUEBLO OF ISLETA
HUMAN RESOURCES DEPARTMENT
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VACANCY ANNOUNCEMENT

POSTING NO: 059-24

OPENING DATE: 05/03/2024

CLOSING DATE: Open Until Filled

POSTED: IN/OUT

POSITION: Public Works Coordinator
PAY GRADE: NE6 (\$22.73/hr.-\$30.69/hr.)
FLSA STATUS: Non-Exempt
POSITION TYPE: Full Time
FUNDING SOURCE: POI Funded
DEPARTMENT: Public Works
REPORTS TO: Director, Public Works
BACKGROUND LEVEL: Child/Elder

JOB PURPOSE: Enhances the Public Works Department's ability to effectively function by providing professional administrative support to the Director, Division Managers, and Staff with the direction, assistance, and coordination of daily office and field activities. Maintains confidentiality of all privileged information. Creates and maintains a pleasant work environment by ensuring continuous collaboration and communication among the day-to-day operations teams and when deemed necessary, supports the Public Works Project Management Team. Continuity of collaboration and communication shall extend to other internal Tribal Departments and external agencies.

This description may not include all of the listed duties, nor do all of the listed examples include all tasks which may be found or assigned to this position.

JOB DUTIES:

- Assists Director in maintaining day-to-day operations of Public Works sub-departments: Utilities, Maintenance and Custodial.
- Assists in seeking grants to support sub-department services, tracks existing funding sources, contracts, financial aspects of construction projects, ensuring all regulatory requirements are met for each entity.

- Assists Project Management Team with all aspects of major projects to include Scope of Work, Bid Documents, Bidding Process, Bid Award and tracking projects, as needed.
- Assists Department Supervisors in the establishment of record keeping systems in accordance with regulatory requirements and makes improvements to existing systems.
- Collaborates with Public Works Project Coordinator in creating and continually updating internal standard operating procedures (SOPs) and Asset Management Plan to maximize productivity and efficiency.
- Attends meetings and takes notes and minutes as requested documenting action items and decisions; informs department staff of any pertinent actions or decisions, as needed.
- Arranges sub-departments travel, prepares and submits travel-related documents; maintains travel information, as necessary.
- Communicates with upper-level management, department employees, vendors, and the public in person, by telephone, or via email in order to obtain and disseminate information and resolve discrepancies related to assigned work regarding a variety of subjects.
- Coordinates with Director and appropriate staff in preparing annual budget and budget modifications; conducts research and analysis of the cost of office operations; prepares reports and supporting data for the annual budget.
- Coordinates and supports emergency response crews as needed.
- Creates and maintains day-to-day operations internal controls for the Department, that similarly align with major project controls maintained by the Public Works Project Coordinator.
- Establishes and monitors office management systems and procedures to maximize productivity and efficiency.
- Manages Director's calendar; plans and coordinates special events and activities, as needed.
- Monitors and tracks day-to-day projects and budget expenditures by preparing and coordinating purchase requisitions, and other pertinent paperwork for processing payments; maintains financial records.
- Prepares, distributes and approves timesheets for the Public Works Department; delivers timesheets in a timely manner to POI payroll department.
- Provides support to all Public Works staff on a daily basis.
- Represents the Director or department to the public, businesses, tribal members and other agencies.
- Reviews, assigns, and develops drafts of correspondence, minutes, agendas, forms, resolutions, ordinances, and other official documents for decisions and further action by the appropriate Director or Supervisors.
- Reviews, edits and analyzes files, documents, and other printed material in order to ensure the completeness and accuracy of documents.
- Performs other duties as assigned.

SUPERVISION RESPONSIBILITIES

MINIMUM QUALIFICATIONS/REQUIREMENTS:

- High School Diploma/GED.
- Five years related administrative and office management experience.

- Tribal Government experience preferred.
- Tiwa speaking preferred.
- Valid New Mexico driver's license with ability to meet Pueblo of Isleta liability insurance requirements and maintain eligibility for insurance.
- Must pass background check for position.
- Must be able to comply with the Pueblo of Isleta Drug Free Workplace policies.

KNOWLEDGE, SKILL AND ABILITY REQUIREMENTS:

- Knowledge of business English, proper spelling, grammar, punctuation, and basic arithmetic.
- Knowledge of applications related to business management, accounting, and human resource policies.
- Knowledge of office functions, procedures, and policies.
- Proficient in operating various word-processing and database software programs in a Windows environment.
- Skill in treating internal and external customers with tact, courtesy, and respect.
- Skill in budget preparation and administration.
- Skill in preparing, reviewing, and analyzing operational and financial reports.
- Ability to work efficiently in high demand conditions.
- Ability to analyze situations and adopt appropriate courses of action.
- Ability to establish and maintain professional relationships with the public and co-workers.
- Ability to maintain confidentiality.
- Ability to communicate efficiently and effectively both verbally and in writing.
- Ability to handle multiple tasks and meet deadlines.
- Ability to make solid decisions and exercise independent judgment.

PHYSICAL DEMANDS:

- Stand and walk for up to 8 hours per day.
- Talk, hear, sit, stand; use hands to handle objects, equipment, controls and reach with arms and hands.
- Position may require frequent lifting of 25 lbs.

WORK ENVIRONMENT:

- Work is performed in a typical interior/office environment and an outdoor environment.
- Exposure to natural weather conditions and various dust and mists may occur while performing outdoor duties.
- Use of proper Personal Protective Equipment (PPE) is required.
- Travel within the Pueblo area is required and working in sensitive and/or hazardous areas is required.
- Frequent interaction with the public.
- Noise level is usually moderate to high on project sites.
- Work may be required outside of standard business hours due to emergency situations within the Department.

PREFERENCE:

Tribal and Native American Indian preference shall apply to all positions at Pueblo of Isleta.