



PUEBLO OF ISLETA
HUMAN RESOURCES DEPARTMENT
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VACANCY ANNOUNCEMENT

POSTING NO: 173002-26

OPENING DATE: 09/22/2026

CLOSING DATE: UNTIL FILLED

POSTED: IN/OUT

POSITION: Administrative Assistant III
PAY GRADE: NE6 (\$23.41/hr.-\$36.47/hr.)
FLSA STATUS: Non-Exempt
POSITION TYPE: Full Time
FUNDING SOURCE: Grant Funded
DEPARTMENT: Broadband
REPORTS TO: Broadband Director
BACKGROUND LEVEL: Child/Elder

JOB PURPOSE: Provides program administration, project controls, and operational support for the Pueblo of Isleta Broadband Department. Coordinates project schedules, grant-support documentation, procurement and contract files, budget and invoice tracking, reporting, asset accountability, contractor deliverables, departmental workflows, and operational readiness.

This position 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:

- Maintains the department master schedule, milestone calendar, action-item log, risk register, decision log, and deliverable tracker for construction, network deployment, customer launch, and ongoing operations.
- Coordinates documentation and deadlines for federal, state, and other broadband grants, including budgets, eligible-cost records, match documentation, progress reports, reimbursement support, and audit files.

- Tracks approved budgets, commitments, purchase orders, invoices, payments, change requests, and remaining balances; identifies discrepancies and provides regular financial status reports to the Broadband Director.
- Prepares and maintains procurement and contract files, including scopes of work, bid documents, addenda, evaluations, Council approvals, bonds, insurance, executed agreements, notices, amendments, deliverables, and closeout records.
- Coordinates vendor and contractor submissions, meetings, schedules, invoices, reports, and corrective-action items; escalates delays, incomplete deliverables, and contract risks to the Broadband Director.
- Prepares Council briefings, executive summaries, presentations, status reports, meeting materials, correspondence, and grant or agency responses as directed.
- Coordinates with Human Resources, Procurement, Grants, Finance, Legal, Treasury, Design and Construction, and other Pueblo departments while preserving the Broadband Director's approval authority and departmental records.
- Supports development of customer service, service-order, provisioning, billing, installation scheduling, outage communication, and escalation processes before subscriber launch.
- Maintains records for broadband equipment, software, licenses, warranties, vehicles, tools, fiber assets, customer-premises equipment, and contractor-furnished property.
- Coordinates meetings, records decisions and assignments, follows up on due dates, and ensures that required approvals and supporting documentation are complete.
- Assists with annual operating and capital budget preparation, staffing plans, performance measures, policy development, and long-range business planning.
- Maintains confidential information and performs other duties as assigned.

SUPERVISION RESPONSIBILITIES: N/A

MINIMUM QUALIFICATIONS/REQUIREMENTS:

- Associate Degree in Business Administration, Public Administration, Accounting, Finance, Project Management, Office Administration, Information Systems, Communications, or a related field and three (3) years of progressively responsible experience in program administration, project coordination, procurement support, financial tracking, contract support, records management, office management, executive or departmental support, or related work; or a Bachelor's Degree in a related field and one (1) year of such experience
- Experience supporting tribal government, federal or state grants, infrastructure, construction, utilities, broadband, telecommunications, purchasing, finance, or other public-sector programs preferred. Broadband or telecommunications experience is preferred but is not required.
- Demonstrated ability to maintain organized schedules, financial or purchasing trackers, procurement or contract-support files, reports, correspondence, meeting records, and audit-ready documentation.
- Proficiency with Microsoft Office or comparable software, including spreadsheets, word processing, email, presentations, shared-document systems, and the ability to learn project-tracking, procurement, grant, and record-management systems.

- Valid New Mexico driver's license with ability to meet Pueblo of Isleta liability insurance requirements and maintain eligibility for insurance.
- Must pass all required background investigations and comply with Pueblo of Isleta Drug Free Workplace policies.

KNOWLEDGE, SKILL AND ABILITY REQUIREMENTS:

- Working knowledge of program administration, project controls, procurement support, contract-file administration, budgeting, invoice review, records management, and internal controls, or the demonstrated ability to learn these functions.
- Ability to organize large volumes of technical, financial, legal, and administrative information into accurate, traceable, and audit-ready files.
- Ability to identify schedule, budget, documentation, and compliance risks and promptly elevate them to the Broadband Director.
- Ability to prepare clear reports, executive summaries, presentations, meeting records, procedures, and professional correspondence.
- Ability to communicate clearly and respectfully with Tribal Council, Pueblo leadership, employees, consultants, agencies, and community members, including audiences with different levels of technical knowledge.
- Ability to manage multiple concurrent priorities, work independently, meet strict deadlines, and exercise sound judgment.
- Ability to maintain confidentiality and protect procurement, personnel, customer, financial, and infrastructure information.
- Ability and willingness to learn broadband terminology, department workflows, grant requirements, procurement procedures, and approved records systems; the position is not required to perform network engineering or fiber-technician duties.

PHYSICAL DEMANDS:

- With or without reasonable accommodation, must be able to sit, stand, and walk for extended periods and use standard office and communications equipment.
- With or without reasonable accommodation, must be able to lift and carry files, equipment, or supplies weighing up to 25 pounds.
- May occasionally visit construction, headend, or field locations.

WORK ENVIRONMENT:

- Work is primarily performed in an office environment with periodic work at meetings, construction sites, broadband facilities, and community locations.
- Position may require occasional extended hours to meet Council, grant, procurement, construction, or reporting deadlines.

PREFERENCE:

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