TRUTH OR CONSEQUENCES NEW MEXICO

505 Sims St, Truth or Consequences, NM 87901
Human Resources | 575-740-7554 | www.torcnm.gov

Job Description Position

Position Title: Admin. Assistant for Public Services & Asst. City Manager
Department: Public Services/Assistant City Manager
Reports To: Director of Public Services / Assistant City Manager
Pay Grade: NE4
FLSA Status: Non-Exempt
Updated: 6/1/2026

General Purpose

Provides comprehensive administrative, clerical, secretarial, and operational duties and support for the Director of Public Services and the Assistant City Manager. Serves as shared support position assisting the assigned divisions for Public Services (Library, Swimming Pool, Golf Course, Animal Shelter, Facilities, Parks and Recreation) and departments assigned to the Assistant City Manager (Airport, Planning & Zoning, Community Development). Assists with grant administration and compliance reporting.

Supervision Received / Given

Works under the dual supervision of the Director of Public Services and the Assistant City Manager. This position does not exercise supervisory authority.

Duties and Responsibilities

- Provide administrative and clerical support to both supervisors; coordinate schedules, appointments, and meetings.
- Maintain confidentiality in all matters relating to personnel, financial data, and City operations.
- Prepare, edit, and proofread correspondence, reports, forms, and official communications.
- Maintain departmental filing systems (digital and physical) for both Public Services and Assistant City Manager functions.
- Create and manage spreadsheets and databases for tracking projects, maintenance, and expenditures.
- Assist in preparation and monitoring of departmental budgets; track invoices and purchase orders.
- Coordinate procurement and purchasing activities in accordance with City policy and New Mexico Procurement Code.
- Assist with grant documentation, tracking, progress reports, and closeout documentation for Public Services and Community Development programs.
- Compile and submit reports to federal and state agencies as required.
- Maintain calendars, schedule meetings, and assist with logistics for both supervisors and departmental staff.
- Prepare presentations, memos, agendas, and staff reports as needed.
- Support both supervisors in departmental communications, project coordination, and policy implementation.
- Provide administrative support to Public Services divisions (Library, Pool, Golf Course, Animal Shelter, Facilities, Parks and Recreation).

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- Assist the Assistant City Manager with administrative support for Airport, Planning and Zoning, and Community Development.
- Perform general office duties including answering phones, greeting the public, and managing supplies.
- Perform other related duties as assigned by either supervisor.

Education and Experience

- High School Diploma or GED required.
- Minimum of two (2) years of secretarial, clerical, or administrative experience in a municipal, utility, or public services environment preferred OR equivalent combination.
- Advanced proficiency in Microsoft Office 365 required; experience with City financial, purchasing, or permitting software preferred.

Knowledge, Skills, and Abilities

- Strong organizational and prioritization skills with the ability to manage multiple competing priorities and deadlines.
- Excellent written and verbal communication skills, including professional correspondence and grammar.
- Proficiency in Microsoft Outlook, Word, Excel, and PowerPoint; familiarity with accounting and database software preferred.
- Knowledge of office administration practices, records management, and municipal government procedures.
- Strong customer service and telephone etiquette skills; ability to interact professionally with elected officials, staff, and the public.
- Ability to work efficiently in an environment of frequent interruptions and shifting priorities.
- Ability to maintain strict confidentiality and exercise discretion in handling sensitive information.
- Ability to work independently with minimal supervision and to anticipate needs of supervisors.
- Ability to prioritize, plan, and organize work with attention to detail and accuracy.
- Ability to prepare clear and accurate documents, reports, and correspondence.
- Ability to establish and maintain cooperative working relationships with coworkers and the public.

Required Licenses and Certifications

- Valid New Mexico Driver's License.
- Must successfully pass a background investigation and be free of disqualifying conditions.
- Must successfully pass pre-employment drug screening.

Equipment, Tools, Materials

- Multi-line telephone, personal computer, printers, fax machine, copier, folding and binding machines, calculator.
- City financial, records management, purchasing, and payroll systems.
- Microsoft Office Suite and standard office software.
- Grant management and tracking systems.

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Work Environment

- Indoor temperature-controlled office environment.
- Moderate noise levels.
- May be required to attend meetings or work irregular hours as needed to support assigned departments.
- Occasional exposure to odors, fumes, dust, or chemicals.

Physical Functions

- Frequent stooping, bending, and reaching while performing filing and clerical duties.
- Sitting most of the workday with short walking distances between offices.
- Frequent use of hands and fingers to operate office equipment.
- Ability to hear and speak clearly in person and by telephone.
- Occasional lifting up to 35 pounds.
- Close vision and focus adjustment required for computer and document work.

Selection Guidelines

Selection is based on formal application, education and experience review, reference check, and interview. Job-related tests may be required. The omission of specific duties does not exclude them if the work is similar or logically related to the position. This job description does not constitute an employment agreement and may be modified as necessary by the City.

Equal Opportunity Statement

The City of Truth or Consequences is an Equal Opportunity Employer committed to diversity and inclusion. We prohibit discrimination based on race, color, religion, sex (including pregnancy, gender identity, and sexual orientation), national origin, age, disability, genetic information, or veteran status. All employment decisions are based on qualifications, merit, and business needs.

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Employee Name (Print)

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Employee Signature Date

I understand that this is a uniformed full-time position in compliance with the Fair Labor Standards Act (FLSA).