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 Works Director
Department: Public Works
Reports To: Public Works Director

Pay Grade: NE4
FLSA Status: Non-Exempt
Updated: 6/1/2026

General Purpose

Provides comprehensive administrative, clerical, and operational support to the Public Works Director and serves as the primary office contact for correspondence, reporting, budgeting, and communications across all Public Works divisions. The Administrative Assistant ensures efficient daily operations, accurate records management, responsive service to internal departments and the public, and assists with grant administration and compliance reporting.

Supervision Received / Given

Works under the direct supervision of the Public Works Director. This position does not exercise supervisory authority.

Duties and Responsibilities

- Serve as the primary administrative support for the Public Works Director and all Public Works divisions.
- 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) including reports, work orders, vendor files, permits, and correspondence.
- Create and manage spreadsheets and databases for tracking projects, maintenance, and expenditures.
- Assist in preparation and monitoring of the Public Works Department budget; 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 all Public Works programs.
- Compile and submit reports to federal and state agencies as required.
- Maintain calendars, schedule meetings, and assist with logistics for the Director and division supervisors.
- Prepare presentations, memos, agendas, and staff reports as needed.
- Support the Director in departmental communications, project coordination, and policy implementation.
- Perform general office duties including answering phones, greeting the public, and managing supplies.
- Perform other related duties as assigned.

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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 works 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.

Work Environment

- Indoor temperature-controlled office environment.
- Moderate noise levels.

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- 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 will be based on a formal application, rating of education and experience, oral interview(s), reference and background checks, and job-related testing where applicable. The successful candidate may need to pass a pre-employment physical examination, drug screening, psychological evaluation, or skills assessment as required for the position. Final selection will be made by the City in accordance with established policies and procedures.

Equal Opportunity Statement

The City of Truth or Consequences is an Equal Opportunity Employer. We are committed to providing fair and equal employment opportunities to all qualified individuals regardless of race, color, religion, sex (including pregnancy, gender identity, and sexual orientation), national origin, age, disability, genetic information, veteran status, or any other protected status under applicable federal, state, or local laws. We value diversity and encourage all qualified individuals to apply.

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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).