

**POSITION: ADMINISTRATIVE ASSISTANT**

**Position Summary**

Under the direction of the Department Director performs basic functions of the Department including budget management activities administrative support and office clerical support as appropriate to the departmental needs consistent with the goals and objectives of the department.

**Position Accountabilities**

1. Prepares reports, records, files as required or requested by the Department Director.
2. Provides administrative support to the Department Director which may include but is not limited to:
  - Coordination of meetings and all meeting logistics (scheduling participants, securing room, ordering food, etc.)
  - Recording meeting minutes
  - Making travel arrangements
  - Managing communications between Department and staff and various workgroups
  - Assisting the Marketing Team as necessary
  - Assisting with special events
  - Managing email lists and other forms of electronic communication
  - Assisting with development and distribution of newsletters etc
  - Representation of Department Director at various meetings as directed
3. Management of Department related purchasing which may include:
  - Generating and tracking purchase requests and purchase orders including supplies, equipment, travel, continuing education, training etc. as appropriate to the Department and according to HMS purchasing policies and procedures
  - Ensuing required documentation is on file
  - Reconciling Department records with financial statements and detail
  - Assisting with credit card reconciliation and tracking etc
  - Monitoring and ordering supplies as necessary for the Department
4. Performs general office duties and errands which may include but is not limited to filing, typing, photocopying, correspondence answering phones and verification and submission of Departmental staff time sheets as appropriate to the Department.
5. Prepare all State and Misc Contract invoices and other contracts as appropriate to the needs of the Department.
6. Track payment and follow-up on all outstanding State and Misc. contract invoices and other contracts as appropriate to the needs of the Department.
7. Prepare grant-related and other monthly reports as appropriate to the Department, including Revenue and Expense Reports and detail for Department Director, program managers, maintain necessary Grants Management drive up to date as required by Department.
8. Prepares reports for timely submission as required by Department.  
May include the following but not limited to:
  - Federal Financial Reports for timely submission on EHB
  - Assist with other EHB reporting
  - Track monthly Federal Draw Downs
9. Maintain staff scheduling as appropriate to Department  
Including call coverage as appropriate to Department.

10. Participation in Quality Improvement (QI) as appropriate and necessary to Departmental needs
  - Participate in Quality Improvement activities as necessary to comply with all HMS policies and procedures and with state and federal regulations
  - Assures accurate documentation and reporting of all QI projects
  - In conjunction with QI Committee maintains all Department Master Policies and Procedures files and assures updates are conducted according to HMS policies
11. Will adhere to established safety practices and standards.
12. Perform other related duties as assigned

**Minimum Qualifications**

- High school diploma or equivalent required.
- Minimum one year experience in similar position.
- Ability to maintain effective working relationships with all employees and department needs.
- Ability to communicate clearly and concisely orally and in writing.
- Must be self initiate and adaptable with ability to communicate to variety to staff members and the public.
- Must have an attention to detail.
- Must have good basic math skills.

**To Apply:**

Completed HMS Employment Application may be emailed to [jobs@hmsnm.org](mailto:jobs@hmsnm.org) or

Dropped off or mailed:

1105 N. Pope Street, Building C, Silver City, NM 88061

or

530 De Moss Street, Lordsburg, NM 88045

For more information call 575-534-0788 or 575-542-2326