



Los Alamos County

Job Description and Classification

LOS ALAMOS

JOB TITLE: Assistant to the Utilities Manager
JOB CODE: 7115
CLASSIFICATION: Non-Exempt
DEPARTMENT/DIVISION: Utilities
SUPERVISOR: Utilities Manager

Position Summary:

Under general supervision of the Utilities Manager, provides high-level administrative assistance and leads quality and performance improvement projects. Conducts research and analysis related to administrative and organizational issues and may lead special projects related to internal or external concerns. Responsible for administrative support to the Board of Public Utilities (BPU). Maintains Department of Public Utilities (DPU) web site and may issue press releases and perform other public outreach activities in coordination with the Public Relations Manager in support of DPU projects. Maintains confidentiality of all privileged information.

The general level and nature of this position are described in the headings below. This is not an all-inclusive list of all responsibilities, duties, and skills required of personnel in this classification.

Essential Duties and Responsibilities:

- Manages daily administrative operations of the Utilities Department, including coordinating fiscal management, establishing work priorities and solving problems related to day-to-day operations.
- Organizes resources, participates in the planning of complex projects including performance improvement, occasionally functioning as the lead on long-term projects assigned by the Utilities Manager.
- Manages the Strategic Planning activities of the DPU including setting up the annual strategic planning workshop, documenting and updating division dashboards.
- Schedules and coordinates meetings, calendars, events, interviews, appointments, and/or other activities for the department including seminars, workshops, travel arrangements, special projects, and/or events.
- Responsible for managing the records of the Board of Public Utilities including meeting minutes, coordination audio-visual support, tracking and updating the calendar and maintaining the BPU Policies and Procedures Manual.
- Establishes, maintains, and updates files, databases, records, and/or other documents under established record keeping principles; develops and maintains data, and performs routine analyses and calculations in the processing of data for recurring and ad hoc reports.
- Provide technical writing/editing on DPU reports, correspondence and public information releases.
- Responsible for day-to-day fiscal coordination for the department, including but not limited to budgets, funding, contracts, payroll, employment, travel, inventory, and/or purchasing; assist with fiscal planning and budget preparation.
- Maintain the DPU web site and assists the Public Relations Manager in oversight of department intranet, internet and social media sites.
- Coordinate and oversee building security, safety, and maintenance.

- Contributes to a team effort and accomplishes related results as required.
- May participate and/or serve on committees and task forces.
- May prepare press releases, newspaper ads and coordinates public information with the DPU Public Relations Manager.
- Performs other related duties as required.

Minimum Qualifications:

- Associates Degree from an accredited college or university in Public Administration, Business Management or related field or equivalent combination of education and related work experience.
- Five years of experience in advanced office management and administrative support to include: two years of experience analyzing operations, conducting research and leading projects and two years of lead experience across all years of job related experience.

Preferred Qualifications:

- Bachelor's degree from an accredited college or university in Public Administration, Business Management or related field.
- Valid New Mexico driver's license.
- Demonstrated skill in management of web sites and other social media.

Knowledge, Skills and Abilities:

- Knowledge of business English, proper spelling, grammar, and punctuation.
- Knowledge of Roberts Rules of Order for Public Entities.
- Knowledge of process/quality improvement strategies
- Knowledge of accounting procedures involving procurement, travel, and/or employment.
- Knowledge of finance, accounting, budgeting, and cost control procedures.
- Knowledge of modern office practices and procedures, standard office and accounting equipment.
- Knowledge of customer service practices and techniques.
- Knowledge of supplies, equipment, and/or services ordering and inventory control.
- Skill in organizing and coordinating.
- Skill in records maintenance.
- Skill in program planning and implementation.
- Skill in analyzing problems, conducting research and developing solutions.
- Skill in operating various word-processing, spreadsheets, and database software programs in a Windows environment.
- Ability to learn/use Legistar.
- Ability to gather data, compile information, and prepare reports.
- Ability to communicate effectively, both orally and in writing.
- Ability to prepare administrative paperwork.
- Ability to analyze, develop, establish, and maintain efficient office work flow and administrative processes.
- Ability to develop and maintain a record management system to procure and maintain supplies and purchases.
- Ability to foster a cooperative work environment and develop and maintain professional relationships with individuals of varying social and cultural backgrounds and with co-workers at all levels.

- Ability to represent the organization in a professional manner, building respect and instill confidence.
- Ability to maintain confidentiality.
- Ability to handle multiple tasks and meet deadlines.
- Ability to use good judgment, analyze and solve problems.

Physical Demands:

While performing the duties of this job, the employee regularly is required to sit and stand; use sense of smell; have manual and finger dexterity; stoop, and talk or hear. The employee is frequently required to walk or climb stairs. The employee is occasionally required to crawl, reach above shoulder level, crouch, kneel, balance, push/pull, and carry. The employee must occasionally lift and/or move up to 25 pounds.

Work Environment:

Work is performed in an office setting with a moderate noise level. Travel, attendance at various meetings, and work outside normal business hours may be required. Each and every county position requires the following professional skills and abilities as key and necessary elements of performance. Employees are required to:

- Demonstrate regular and reliable attendance;
- Work well with others and participate fully in a team oriented environment;
- Interface with other employees and customers in a courteous and respectful manner;
- Project positive support of their department and all county organizations at all times; and,
- Maintain and enhance the county's commitment to customer service excellence.

Approvals:

County Utilities Manager: _____ Date: _____
(signature)

Human Resources Manager: _____ Date: _____
(signature)

Reviewed: MM/DD/YYYY Revised: MM/DD/YYYY