

TOWN OF MOUNTAINAIR PROJECTS ADMINISTRATOR

Reports To: Town Clerk
Position Type: Full-Time

Non-Exempt

Position Summary:

The Projects Administrator serves as the primary administrative and project coordination support to the Mayor and Town Clerk and is responsible for tracking, reporting, and managing various Town projects. The role requires a high degree of organization, communication, and knowledge of municipal operations to ensure that projects are completed timely, stay on budget, and comply with regulatory requirements.

The Projects Administrator works under the supervision of the Town Clerk and collaborates closely with the Mayor and various department staff.

Essential Duties and Responsibilities:

Administrative Support to the Mayor and Town Clerk:

- Provide administrative assistance including scheduling, communications, and correspondence handling.
- Prepare and maintain documentation, reports, and presentations related to town initiatives.
- Coordinate with department heads and external partners on behalf of the Mayor and Town Clerk.

Project Tracking and Oversight:

- Maintain detailed records of ongoing Town projects including scope, status, deadlines, and outcomes.
- Monitor Public Works projects including water, streets, wastewater, and natural gas infrastructure improvements.
- Track Mountainair Police Department initiatives and special projects.
- Maintain and track the completion of monthly tasks and submit detailed status reports to the Town Clerk and Mayor at the end of each month.

Funding and Budget Monitoring:

- Keep accurate records of funding sources, grant applications, and budget allocations for all projects.
- Work with the Town Clerk and Treasurer to track expenditures and ensure budget compliance.
- Prepare grant reports and documentation as required by funders.

Coordination and Communication:

- Act as a liaison between Town departments, contractors, grant agencies, and regulatory bodies.
- Organize meetings, prepare agendas, and distribute minutes for project-related discussions.
- Ensure all stakeholders are informed of project timelines, goals, and changes.

Regulatory Compliance:

- Ensure all projects adhere to local, state, and federal laws and regulations.
- Monitor project activities for environmental, safety, and permitting compliance.

Reporting and Documentation:

- Generate regular status reports for the Mayor and Town Council.
- Maintain project files with contracts, permits, inspection reports, and related documentation.
- Support audit preparation and compliance reviews as needed.

Additional Duties:

- Conduct research on potential projects and funding opportunities.
- Assist in writing and reviewing RFPs, RFQs, and contracts.
- Support emergency response planning and execution for town projects.
- Perform other duties as assigned by the Town Clerk or Mayor

Required Qualifications:

- High school diploma or GED; associate or bachelor's degree preferred.
- Minimum of three years of experience in public administration, project coordination, or a similar role.
- Strong organizational, time management, and multitasking skills.
- Proficiency in Microsoft Office Suite and project management software.
- Excellent written and verbal communication abilities.
- Knowledge of municipal operations, government funding, and regulatory compliance preferred.

Work Environment and Physical Demands:

- Primarily office-based with occasional site visits to active project locations.
- Must be able to lift up to 25 pounds occasionally.
- May require evening or weekend availability depending on project needs.

SALARY AND BENEFITS

- Hourly Range: \$18 - \$20.75
- Annual Range: \$37,440 - \$43,160
- 100% Health, dental & vision coverage for employee and spouse.
(Coverage for children is available with employee contribution.)
- PERA Municipal Plan 2
- Paid Vacation
- Paid Sick Leave
- Holiday Leave