

Town of Mountainair

Job Description

Administrative Services Coordinator

Department: Administration

FLSA Status: Exempt/Non-Exempt (To Be Determined)

Reports To: Town Clerk/Treasurer

Position Summary

The Administrative Services Coordinator provides professional administrative, project management, and organizational support to the Town of Mountainair. This position coordinates grants, capital improvement projects, community initiatives, code compliance activities, contract administration, and strategic initiatives while working closely with the Town Clerk/Treasurer, Mayor, department heads, contractors, engineers, regulatory agencies, and funding organizations.

The Administrative Services Coordinator serves as the Town's primary coordinator for municipal projects, grant administration, infrastructure planning, community development initiatives, and ordinance compliance efforts. This position assists in ensuring projects remain on schedule, funding requirements are met, and municipal operations continue efficiently.

The Administrative Services Coordinator is expected to become cross-trained in utility billing and other municipal administrative functions to provide operational continuity and backup coverage when necessary.

Essential Duties and Responsibilities

Grants Administration

- Research available federal, state, and private grant opportunities.
- Prepare and coordinate grant applications and supporting documentation.
- Administer grant-funded projects from award through closeout.
- Monitor grant budgets, expenditures, reimbursement requests, reporting deadlines, and compliance requirements.
- Maintain complete grant files and supporting documentation.
- Coordinate grant reporting with funding agencies.
- Assist with grant monitoring visits and audits.
- Ensure compliance with grant agreements and funding requirements.

Capital Improvement & Project Coordination

- Coordinate municipal capital improvement projects from planning through completion.
- Monitor project schedules, budgets, and milestones.
- Coordinate communication between engineers, contractors, consultants, regulatory agencies, and Town staff.
- Maintain project documentation and records.
- Prepare project status reports for the Mayor, Town Clerk/Treasurer, Town Council, and funding agencies.
- Assist with project planning, implementation, and closeout.

Infrastructure Capital Improvement Plan (ICIP)

- Coordinate preparation and annual updates of the Infrastructure Capital Improvement Plan (ICIP).
- Assist with Capital Outlay projects and legislative appropriations.
- Monitor funding requirements and project deadlines.
- Prepare reimbursement requests and supporting documentation.
- Coordinate project closeout documentation.

Procurement & Contract Administration

- Assist with procurement activities in accordance with the New Mexico Procurement Code.
- Prepare bid packages, Requests for Proposals (RFPs), Requests for Qualifications (RFQs), and related procurement documents.
- Maintain procurement documentation and project files.
- Coordinate professional service agreements and project contracts.
- Monitor contract terms, renewals, amendments, and compliance requirements.

Code Compliance Coordination

- Coordinate the Town's nuisance abatement, property maintenance, and yard maintenance programs in accordance with adopted ordinances and Town policies.
- Monitor compliance with municipal ordinances regarding weeds, trash, debris, abandoned vehicles, nuisance properties, and property maintenance.
- Conduct or coordinate property inspections as assigned.
- Prepare notices of violation, correspondence, and supporting documentation.
- Maintain records of inspections, violations, compliance activities, and enforcement actions.

- Coordinate with the Mayor, Town Clerk/Treasurer, Public Works, Police Department, contractors, and legal counsel to resolve violations.
- Monitor compliance deadlines and follow-up actions.
- Prepare reports regarding code compliance activities for the Mayor and Town Council.

Executive Project Coordination

- Work closely with the Mayor, Town Clerk/Treasurer, and department heads to coordinate municipal projects and strategic initiatives.
- Assist the Mayor in monitoring capital improvement projects, grants, infrastructure improvements, and community initiatives.
- Coordinate project meetings, timelines, and follow-up activities.
- Serve as the administrative liaison between Town departments, engineers, contractors, consultants, funding agencies, and regulatory agencies.
- Prepare project reports, presentations, and updates for the Mayor and Town Council.
- Identify potential project delays or compliance concerns and recommend corrective actions.
- Assist in implementing strategic priorities established by the Mayor and Governing Body.

Administrative Services

- Prepare correspondence, reports, presentations, and official documents.
- Assist in developing administrative procedures and operational improvements.
- Coordinate interdepartmental projects and special assignments.
- Maintain project databases, files, and tracking systems.
- Assist with records management and document retention.
- Provide administrative support to all Town departments as assigned.

Regulatory Compliance

- Assist departments with federal, state, and local reporting requirements.
- Maintain regulatory reporting schedules and compliance calendars.
- Coordinate permits, certifications, and project documentation.
- Maintain documentation supporting regulatory compliance, grant requirements, and audits.

Community Relations

- Coordinate community beautification and improvement initiatives.
- Assist with community events and outreach activities.
- Maintain effective communication with residents, businesses, contractors, consultants, and governmental agencies.
- Represent the Town at meetings, conferences, workshops, and training as assigned.

Utility Billing Backup

- Become proficient in all utility billing and customer account functions.
- Learn the duties of the Utility Billing Clerk to provide backup coverage during employee absences, vacancies, emergencies, or periods of increased workload.
- Assist customers with utility billing inquiries while maintaining confidentiality and providing excellent customer service.
- Support uninterrupted municipal operations through cross-training and departmental cooperation.

Departmental Support

- Provide administrative support to all Town departments.
- Assist with strategic planning initiatives and organizational improvements.
- Support emergency management documentation and disaster recovery reporting.
- Participate in cross-training opportunities to ensure continuity of municipal operations.
- Perform special projects and other duties as assigned by the Town Clerk/Treasurer, Mayor, or Governing Body.

Knowledge, Skills, and Abilities

- Knowledge of municipal government operations.
- Knowledge of grant administration and compliance.
- Knowledge of project management principles.
- Knowledge of procurement and contract administration.
- Knowledge of municipal ordinances and code enforcement procedures.
- Ability to prepare technical reports, grant applications, and professional correspondence.
- Ability to coordinate multiple projects simultaneously while meeting deadlines.

- Ability to establish effective working relationships with elected officials, employees, contractors, consultants, regulatory agencies, and the public.
- Ability to exercise sound judgment and maintain confidentiality.
- Strong organizational, analytical, communication, and customer service skills.
- Proficiency with Microsoft Office and municipal software applications.

Minimum Qualifications

- High School Diploma or GED required.
- Associate's degree in Public Administration, Business Administration, Project Management, Planning, Accounting, or a related field preferred.
- Three (3) years of progressively responsible experience in municipal government, grants administration, project coordination, planning, or public administration preferred.
- Experience administering federal or state grants is highly desirable.
- Valid New Mexico Driver's License.

General Duties

The duties and responsibilities listed in this job description describe the general nature and level of work performed and are not intended to be an exhaustive list of all responsibilities. The Town reserves the right to assign, modify, expand, or reassign duties and responsibilities as operational needs require.

The Administrative Services Coordinator position is intended to evolve with the operational needs and strategic priorities of the Town of Mountainair. As municipal programs, technology, staffing, funding opportunities, and organizational priorities change, the responsibilities of this position may be expanded, modified, reassigned, or restructured to improve efficiency, strengthen interdepartmental coordination, enhance customer service, support regulatory compliance, and advance the Town's strategic initiatives.

Due to the size and operational needs of the Town of Mountainair, this position is expected to participate in cross-training and may perform duties across multiple administrative, grant administration, project management, procurement, utility billing support, code compliance, community development, regulatory, and operational functions while maintaining compliance with all applicable federal, state, and local laws, regulations, policies, and procedures.

The Administrative Services Coordinator is expected to exercise sound judgment, maintain professionalism, demonstrate initiative, collaborate effectively with all Town departments, and perform other duties as assigned to ensure the efficient, effective, and continuous operation of the Town of Mountainair.