



# Pueblo of Laguna Utility Authority

**Vision:** We are a sustainable self-sufficient organization with a diverse core competency.  
**Mission:** We protect and promote the health and well-being of our Pueblo Community by developing and managing essential utility functions.

Job posting for an

## Administrative Assistant II

### Pueblo of Laguna Utility Authority seeks an Administrative Assistant II

**CLASSIFICATION:** Full-Time, Non-exempt

**SALARY RANGE:** \$37,440 to \$49,920

**OPENING DATE:** April 16, 2024

**CLOSING DATE:** Until Filled

**If you're looking for an opportunity to work and learn about Laguna's water, wastewater infrastructure and solid waste department, this could be the right fit for you!**

We are seeking an Administrative Assistant II with skills and experience to contribute to the Business Operations Department. This position is under the direct supervision of the Director of Business Operations. The individual will support the POLUA Departments and staff with administrative office functions, in a fast-paced environment. He/she will need to adapt to various situations, communicate effectively, be organized and detail oriented.

#### **Major duties and Responsibilities** (may include, but not limited to the following)

- In day-to-day activities including the coordination and management of meetings and schedules, in a fast-paced environment.
- Assist & supports employees by facilitating interdepartmental communications and interactions between internal and external parties.
- Answers questions and finds information for employees, vendors, clients, and the public. Coordinates appropriate responses.
- Assists & supports in the formatting, preparation, and proof-reading of documents for internal and external reports and other related documents.
- Works as a team to keep projects, progressing according to schedule and tasks.
- Assists with monthly, quarterly, and annual reporting of financial and operational information to internal and external agencies.
- Manages budgets and advises on spending on a monthly and quarterly basis for each department under the Business Operations Department.
- Knowledgeable of business, products, services, customers, and vendors to effectively manage inquiries.
- Assist & support in the preparation, distribution and editing of correspondence, meeting minutes, presentations, and other documents to internal and external agencies.
- Maintain and manages electronic files for the Business Operations Department.
- Other duties as assigned.

#### **Qualifications**

- High school diploma or GED certificate and five years of administrative experience, including accounting experience.
- Experience working in office settings, customer service skills, proficient with Microsoft Office 365 Suite.
- Must have a valid New Mexico Driver's License with no DWI convictions in the past three years on and off the Laguna Reservation.
- Must be able to pass a pre-employment drug/alcohol screen and background investigation.

**Contact:** LaVina Ray **Web:** [www.lagunaua.org](http://www.lagunaua.org) **Email:** [lavina.ray@lagunaua.org](mailto:lavina.ray@lagunaua.org) **Call:** (505) 552-9631