



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 Services Manager

Pueblo of Laguna Utility Authority seeks an Administrative Services Manager

CLASSIFICATION: Full-Time, Exempt

SALARY RANGE: \$61,000 - \$90,000 Ann.

OPENING DATE: July 22, 2026

CLOSING DATE: Until Filled

The Administrative Services Manager (ASM) is responsible for overseeing and administering customer service, human resources, employee benefits, service marketing, and custodial services. Assists with the development or updating of operational policies, procedures, controls, and reporting methods that align with organization functions and objectives. Maintains confidentiality of all POLUA sensitive information. Interacts with employees, community, customers, leadership, and others.

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

- Is responsible for the management and administration of human resources.
- Administers and coordinates an effective and compliant employee benefits program.
- Serves as a representative on the POL 401k Benefits program.
- Works with external agencies hired to assist the POLUA in managing benefits, insurance and security.
- Coordinates and administrates customer benefits programs.
- Responsible for planning and coordinating planning company events.
- Manages and coordinates custodial services, scheduling, and supply inventory.
- Maintains an effective customer service program.
- Ensure effective and efficient communication of correspondence and information.
- Maintains adequate, safe, secure files, and records of proprietary information.
- Assists with monthly, quarterly, and annual reporting of financial information.
- Maintains and manages Department and Programmatic Budgets, includes internal and external reporting.
- Prepares and develops analytical data and reports
- Develops critical information for community outreach and awareness through graphical and text literature.
- Manages equipment and systems for uploading and advertising critical information.
- Coordinates administrative activities in line with internal procedures.
- Utilizes computerized equipment, peripherals, and software.
- Supports and collaborates with Departments with operational and project logistics.
- Coordinate and conduct community information forums.
- Maintains a professional working relationship with employees and the public.
- Perform other duties as assigned.

Qualifications

- Associate degree in business administration or related field plus five years of administrative and program management experience.

- Strong public speaking, presentation and communication skills.
 - Extremely proficient in Microsoft Office Suite and related software.
 - Ability to interact and maintain good working relationships with individuals of varying social and cultural backgrounds.
 - Excellent analytical, decision-making and problem-solving skills.
 - Excellent managerial and financial skills and ability to take leadership over any business operations area.
 - Extensive professional experience in leadership roles.
 - Skill in organizing resources and establishing priorities.
 - Ability to create, compose and edit correspondence and other written materials.
 - Valid New Mexico Driver's License and insurable under POLUA's insurance carrier, with no DWI convictions in the past three years, regardless of jurisdiction.
 - Must be able to pass a pre-employment drug/alcohol screen and background investigation.
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