



# San Miguel County

Human Resource Office

**Eileen Sedillo, Director**

Chairman: Harold Garcia, District 1 | Vice-Chair: Martin Sena, District 4  
Max Trujillo, District 3 | Kenneth Medina, District 5 | Bernadette Baca, District 2  
County Manager: Joy Ansley | Deputy County Manager: Jesus M. Romero


## SAN MIGUEL COUNTY EMPLOYMENT OPPORTUNITY

San Miguel County is accepting applications for **Planning & Zoning Administrative Assistant**. Under the direct supervision of the Planning and Zoning director, this position provides a variety of routine clerical and administrative work and requires the exercise of independent judgment and action to provide administrative assistance to the Planning and Zoning Director and staff. This position requires the understanding of all county ordinances, regulations and state guidelines for land use, zoning and permitting. These skills and abilities will be obtained while performing the duties and functions required of this position.


**SALARY RANGE 24:** \$31,198.00 - \$38,998.00

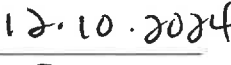
**DEADLINE:** December 30, 2024

Applications and a detailed job description may be picked up from the San Miguel County Human Resource Office located at 500 West National, Suite 202. You may also obtain an application on the San Miguel County's website at [www.co.sanmiguel.nm.us](http://www.co.sanmiguel.nm.us). San Miguel County is an Equal Opportunity and Affirmative Action Employer. The County reserves the right to reject any and all applications.

  
Joy Ansley, County Manager

  
Date

  
Eileen Sedillo, Human Resource Director

  
Date

Published: \_\_\_\_\_, 2024



# ***San Miguel County***

## **PLANNING AND ZONING ADMINISTRATIVE ASSISTANT**

**STATUS:** Full Time position  
**FLSA:** Non-Exempt

### **Position Summary:**

Under the direct supervision of the Planning and Zoning director, this position provides a variety of routine clerical and administrative work and requires the exercise of independent judgment and action to provide administrative assistance to the Planning and Zoning Director and staff. This position requires the understanding of all county ordinances, regulations and state guidelines for land use, zoning and permitting. These skills and abilities will be obtained while performing the duties and functions required of this position.

### **Essential Duties and Responsibilities:**

- Principles and practices of effective customer service and customer-oriented telephone etiquette;
- Must be willing to learn new tasks and be adaptable to changes in the workplace;
- Handle stress effectively without it interfering with performance and ability to multitask;
- Ability to accept guidance and follow direction;
- Work both independently and cooperatively with County staff to complete assigned tasks within set time schedules;
- Organize, set priorities, and exercise sound independent judgment;
- Communicate clearly and effectively, both orally and in writing;
- Maintain strict confidentiality of privileged information.
- Office administrative practices and procedures, including file, document management procedures and practices.
- Experience with creating and maintaining Excel spreadsheets, databases, and utilizing other software to create documents; must be willing to learn any other equipment/software needed to adequately and properly perform duties required.
- County administrative policies and procedures applicable to areas of assigned responsibility, including the requisitioning and purchasing of equipment and supplies and maintenance of public records.
- Relieves the Director and the Planning and Zoning Division of a variety of administrative detail;
- Answers phones, redirects incoming calls, and distributes mail;
- Provides general administrative assistance to all staff;
- Types, proofreads, and edits content of documents;
- Prepares, updates, and maintains applications forms and other departmental forms;
- Organizes and maintains department's filing system including applications, plans, plats, and reports;
- Assists constituents to complete applications for permitting, zoning and development, claim of exemptions, conditional use applications, home occupation applications, temporary use permit applications and others as assigned;
- Accepts applications for zoning and development and claim of exemptions, reviews them for completeness and errors, enters information into spreadsheets, and routes them for review in a timely manner; may also be requested to perform simple plan reviews;

- Processes complete business license applications and prepares the business license for director's approval and signature,
- Makes necessary arrangements for conferences, meetings, commission meetings, public hearings;
- Attends, maintains records and composes minutes for all public hearings, Planning & Zoning Commission meetings, Lodgers' Tax Board meetings and any others as assigned;
- Assists in meeting preparation for Commission and Board meetings;
- Maintains orderly flow of appointments, relays instructions and information to other County or government officials;
- Prepares requisitions, receiving reports, payment requests for reimbursement; and performs additional duties related to the above as may be required.
- Regular attendance is required.

**Qualifications:**

- High school diploma or equivalent, plus any combination of college education and/or experience in business or public administration or in an administrative support capacity totaling three (3) years.
- Must have a valid New Mexico drivers license.

**Working Conditions:**

Work is generally performed in an office setting. Manual and finger dexterity required. May be required to lift or push up to 25 lbs. Travel time may be required.

**Physical Requirements:**

Primary Work Positions: Sitting 65%, Standing 15%, Walking 10%, Lifting 10%, Kneeling 5%, Squatting 5%, Driving 5%

*Position specifications are intended to present a descriptive list of the range of duties performed by employees in the position. Specifications are not intended to reflect all duties performed within the job.*

**JOB DESCRIPTION APPROVED BY THE BOARD OF SAN MIGUEL COUNTY COMMISSIONERS:** 10.12.21

J. Aubrey  
COUNTY MANAGER

10.12.21  
DATE

G. S. Sui  
HUMAN RESOURCE DIRECTOR

10.12.2021  
DATE

Amanda C. Galas  
SUPERVISOR

10/14/2021  
DATE

\_\_\_\_\_  
EMPLOYEE

\_\_\_\_\_  
DATE



Planning & Zoning Director  
*Amanda C. Salas*

Date: December 9, 2024

To: Eileen Sedillo, Human Resources Director

Fr: Amanda Salas, Planning & Zoning Director

RE: Request to Advertise Administrative Assistant I for P&Z

I would like to request the Administrative Assistant I position in the Planning & Zoning Division be advertised as soon as it is possible so we can work to fill the position. Erica Sena was hired for the Land Use Compliance Specialist within the office, leaving that position vacant.

If you need anything else from me to complete this request, please let me know.

Thank you,



Amanda C. Salas  
Planning & Zoning Director

*Harold M Garcia*  
*Chair-District 1*

*Martin Sena*  
*Vice-Chair-District 4*

*Max O Trujillo*  
*Commissioner- District 3*

*Bernadette Baca*  
*Commissioner-District 2*

*Kenneth C. Medina*  
*Commissioner- District 5*

*Joy Ansley*  
*County Manager*

