



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 an **Office Manager** position with the San Miguel County Assessor's Division. Under the general supervision of the San Miguel County Assessor, Chief Deputy Assessor and First Deputy Assessor; this position supervises staff and performs a variety of administrative functions to support the activities of the department, This office professional shall have a great interpersonal communication (verbal/written) skills, flexible, organized, and self-motivated to provide positive guidance to employees for a safe and efficient work environment.

Salary Range 18: \$33,628.00

Deadline: December 6, 2024

Applications and a detailed job description can be picked up from the San Miguel County Human Resource Office located at 500 West National, Suite 202. You may also obtain an application and a job description on the San Miguel County's website at 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

11/20/24
Date


Eileen Sedillo, Human Resource Director

11-20-2024
Date

Published: November 22, 2024



San Miguel County

ASSESSOR'S OFFICE Office Manager

STATUS: Full Time position
FLSA: Non-Exempt

Position Summary:

Under the general supervision of the San Miguel County Assessor, Chief Deputy Assessor and First Deputy Assessor, Supervises staff and performs a variety of administrative functions to support the activities of the department, This office professional shall have a great interpersonal communication (verbal/written) skills, flexible, organized, and self-motivated to provide positive guidance to employees for safe and efficient work environment.

Essential Duties and Responsibilities: *The list that follows is not intended as a comprehensive list; it is intended to provide a representative summary of the major duties and responsibilities. Incumbent(s) may not be required to perform all duties listed, and may be required to perform additional, position-specific tasks.*

- Supervise and directs the daily activities of the support staff through appropriate delegation, managerial support, and work supervision.
- Complete and prepare Payroll.
- Screens and assigns workload; plans, prioritizes and assigns tasks and projects; assists in developing performance standards; recommends promotions and terminations.
- Counsels, trains and coaches staff; monitors work, develops staff skills, and evaluates performance identifies training needs and developments.
- Monitors operations and procedures and submits recommendation for improving the work group's functions and processes; clarifies and reconciles issues relating to policies and procedures.
- Meets regularly with staff to offer support and guidance; analyzes and evaluates issues and recommends and implements solutions.
- Researches staffing, budget and administrative issues to resolve questions and validate information; assures the accountability and integrity of all procedures, transactions and required documentation; collects data, and complies reports.
- Resolves problems, creates solutions, allocates resources, and assures the quality of the work products.
- Reviews, investigates, and corrects errors and inconsistencies in data entries, transactions, documents, procedures and reports.
- Serves as information source and liaison between the work group, various organizations and agencies; serves on committees, task forces and other groups as requested.
- Coordinates information and assures effective communications between work group and county departments.
- Assists with the budget.
- Reviews, opens, reviews and distributes all mail.
- Performs other related duties as assigned.

Knowledge, Skills and Abilities:

- Knowledge of County organization, operations, policies and procedures.
- Knowledge of County computer systems and accounting principles and procedures.
- Knowledge of techniques and practices for effective and efficient management of allocated resources.
- Knowledge of personal computer utilizing a variety of software applications.
- Skill in reading, interpreting, understanding and applying work standards and county policies and procedures.
- Skill in supervising, coordinating staff, and delegating tasks and authority.
- Skill in establishing and maintaining cooperative working relationships with county employees, advocates, and the public.
- Skill in analyzing and interpreting technical reports and documents.
- Skill in working under pressure of deadlines.
- Skill in following and effectively communicating verbal and written instructions.
- Skill in assessing and prioritizing multiple tasks, projects and demands.

Education and Experience:

- High school diploma or equivalent.
- Two to three years' experience in an office setting.
- Must have and maintain a valid New Mexico driver's license.

Working Conditions/ Physical Requirements:

- Work is performed in an office environment; may be subject to repetitive motion such as typing, data entry and vision to monitor; may be subject to extended periods of intense concentration in the review of documents and reports.
- May be subject to bending, reaching, kneeling and lifting such as retrieving files, records and reports.

JOB DESCRIPTION APPROVED BY THE BOARD OF SAN MIGUEL COUNTY

COMMISSIONERS: 9.10.2024



COUNTY MANAGER

9/12/24

DATE



HUMAN RESOURCE DIRECTOR

9.10.2024

DATE



ASSESSOR

9/20/24

DATE

EMPLOYEE

DATE