Job Title: Administrative Assistant

NATURE OF WORK
Assist in the duties of the New Mexico Water and Wastewater Association Executive Manager

DUTIES AND RESPONSIBILITIES:

- Participate in the update of the following documentation:
    - Maintain membership, instructor, exhibitor, and email database
    - Give out information regarding training, workshops, membership, training materials, and Utility Operator Employment opportunities
- Assist in the preparation of workshops and short schools:
    - Assist in the scheduling of classes and workshops and provide related information to instructors.
    - Is responsible for getting all awards for the banquet and contacting the award recipients for the banquet itinerary.
    - Assist in ordering all training material for the schools (study guide, handouts, notebooks, pens, and certificates)
- Attend Statewide NMWWA Schools, workshops, and trade shows:
    - Be present at NMWWA activities.
    - Assist in arranging and be the primary contact for the exhibitors for the schools
    - Assist in coordinating and planning for the annual awards banquet, meet and greet awards, and scholarships.
    - Assist in assuring that all instructors have the proper visual aids for their classroom
    - Assist in ensuring that all credits are recorded properly.
- Assists in the financials of the NMWWA Associations:
    - Assist in the preparation of deposits for the registration fees, membership dues, etc.
    - Assist in the quarterly taxes to IRS, State Taxation and Revenue, NM Workforce Solutions, and Workers' Compensation
    - Assist in preparing checks to pay bills, instructor travels, and fees for services at schools
    - Assist in preparing financial reports and budget summary for Executive Board Members.
- Attends required job-related training.

DISTINGUISHING CHARACTERISTICS:
This individual will assist the Executive Manager in all aspects of the Manager's. As experience is gained, assigned tasks increase in scope and present difficulty as the employees demonstrate the ability to perform the full range of duties.

MINIMUM QUALIFICATIONS:
Equivalent to a high school diploma PLUS one year of experience in clerical or accounting. A combination of education, experience, and training may be applied.

This job description indicates in general the nature and levels of work, knowledge, skills, abilities and other essential functions (as covered under the Americans with Disabilities Act) expected of an incumbent. It is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities required of an incumbent. An incumbent may be asked to perform other duties as required.

LICENSES/CERTIFICATIONS
A valid Class D driver's license is required.

KNOWLEDGE, SKILLS & ABILITIES REQUIRED:
Basic knowledge of: Clerical, basic accounting, and computer software.

Operating a personal computer utilizing standard software such as Microsoft Office and some specialized software; functioning standard office equipment.

Skills in: Microsoft Office Suite, Communication, and technical writing.

PRE-EMPLOYMENT REQUIREMENTS:
This classification requires that a "Pre-Employment Release and Waiver Form" be completed and submitted along with the employment application. Candidates must pass a post-offer, Administrative Assistant pre-employment limited physical given by an NMWWA-designated physician and pass a post-offer pre-employment drug screen administered by an NMWWA-designated facility.

CONDITIONS OF CONTINUED EMPLOYMENT:
Incumbents and candidates must have and maintain a satisfactory driving record and insurability in accordance with the NMWWA's insurance carrier.

Employees must maintain a source of communication for off-duty, work-related communications.

Employee's Signature/Date

_____
(This position description accurately reflects my current job)

Executive Manager Signature/Date

_____
(This position description reflects the employee's current job)

Board Signature/Date

_____
(This position description reflects the employee's current job)

EMPLOYMENT APPLICATION

THIS APPLICATION IS PUBLIC RECORD

New Mexico Water and Wastewater Association

Resumes are required; however, not accepted in lieu of an application

Personal Information			
FIRST NAME:	MI:	LAST NAME:	
ADDRESS:	CITY:	STATE:	ZIP:
TELEPHONE: ( ) -	CELL PHONE: ( ) -		
Hours of Availability:	E-mail Address:		

Do you have a valid, unrestricted Driver's License? Yes☐ No☐
Are you bilingual? Yes☐ No☐ If yes, specify Language(s) _____

Education			
High School	Location	Years Completed	Date Diploma received/expected
College or Vocational School	Location	Years Completed	Date Degree received/expected
Special Skills or Training:			

Employment (start with present or most current)			
1 COMPANY NAME:		FROM (MO/YR)	TO (MO/YR)
ADDRESS:	CITY:	STATE:	ZIP:
NAME & TITLE OF SUPERVISOR		TELEPHONE # ( ) -	
TITLE:			
DESCRIBE WORK DUTIES:			

2	COMPANY NAME:		FROM (MO/YR)	TO (MO/YR)
ADDRESS:		CITY:	STATE:	ZIP:
NAME & TITLE OF SUPERVISOR:			TELEPHONE # ( ) -	
TITLE:				
DESCRIBE WORK DUTIES:				

Attach supplemental sheets, if necessary.

Personal References (do not list family members)			
NAME	**YEARS KNOWN**	**TELEPHONE**	**ADDRESS**

Person to Notify in case of an Emergency.			
NAME	**RELATIONSHIP**	**TELEPHONE**	**ADDRESS**

May we contact your present employer? __ Yes, __ No
Did you complete this application yourself __ Yes, __ No
If not, who did?
_____

Disclaimer and Signature

I certify that the information contained in this application is correct to the best of my knowledge. I understand that to falsify information is grounds for refusing to hire me, or for discharge should I be hired. I authorize any person, organization or company listed on this application to furnish you all information concerning my previous employment, education and qualifications for employment. I also authorize you to request and receive such information.

In consideration for my employment, I agree to abide by the rules and regulations of the company, which rules may be changed, withdrawn, added, or interpreted at any time, at the company's sole option and without prior notice to me.

I also acknowledge that my employment may be terminated, or any offer or acceptance of employment withdrawn, at any time, with or without cause, and with or without prior notice at the option of the company or myself.

Signature: _____ Date: _____

NEW MEXICO WATER AND WASTEWATER ASSOCIATION is an Equal Opportunity Provider; all qualified applicants will receive consideration without regard to race, color, religion, sex, national origin, age, veteran status, disability, or any other legally protected status.

NEW MEXICO WATER & WASTEWATER ASSOCIATION
JOB ANNOUNCEMENT

Position Title:

Administrative Assistant

Position Status:

Part-Time (29 Hours per Week) ($15 – $18 Per hour DOE)

Location:

Espanola, New Mexico

Position Overview

The New Mexico Water & Wastewater Association is seeking a dependable and organized **Administrative Assistant** to support daily administrative operations. This part-time position provides an opportunity to support the water and wastewater industry across New Mexico while working in a professional office environment.

How to Apply

An application and a resume are required:

Please contact:

Rose Martinez
Email: **Rmtz.nmwwa@gmail.com**
Phone: **505-753-8840**

Mailing Address:
NM Water & Wastewater Association
P.O. Box 819
Espanola, NM 87532

About NMWWA

The New Mexico Water & Wastewater Association is a non-profit 501 (c) (6) organization that supports water and wastewater professionals throughout the state by providing training, certification support, and professional development opportunities.