



NORTH CENTRAL NEW MEXICO ECONOMIC DEVELOPMENT DISTRICT

Job Posting

JOB TITLE Administrative Data Specialist

Location: Tucumcari, NM

SALARY RANGE \$35,000-\$45,000

JOB DESCRIPTION

The Administrative Data Specialist works closely with the Non-Metro Area Agency on Aging (NMAAA) Data Center Manager to develop and maintain training materials and assist with administrative work. This position is located in the Tucumcari office.

DUTIES & RESPONSIBILITIES

Duty	Percent of total
Assist in preparation of data reports, training materials	40%
Provides administrative support to ensure efficient operation of the Data Center	30%
Provide technical assistance to contractors	20%
Coordinate and monitor data entry improvements and modifications as directed by the Data Center Manager	10%

This position requires a highly motivated and responsible with good office and time management skills. This position deals with non-routine as well as repetitive assignments. Leadership qualities and good communication skills are required. This position will work closely and provide technical assistance to Consumer Coordinators and will develop and implement processes that improve the data entry process and accuracy. This position will require occasional travel.

EXAMPLES OF WORK PERFORMED

- Provides administrative support to ensure efficient operation of the Data Center
- Assists with the development of training materials for Consumer Coordinator staff
- Assists with the development of training materials for contractors
- Coordinates with supervisor, other NMAAA offices, and providers regarding at-risk consumers and consumer needs
- Provides on-going review of consumer information in Wellsky Aging and Disability for needs and risks assessment
- Advises and provides feedback to Data Center Manager and NMAAA Director regarding processes and procedures
- Provides technical assistance to contractors as directed
- Maintains confidence and protects operations by keeping information confidential
- Keeps management informed by reviewing and analyzing special reports, summarizing information, and identifying trends
- Maintains professional and technical knowledge by attending educational workshops, reviewing professional publications, establishing personal networks, and participating in professional societies
- Contributes to team effort by accomplishing results as needed
- Other duties as assigned or necessary to meet the goals and objectives of NCNMEDD

QUALIFICATIONS AND SKILLS REQUIRED

- A minimum of five years of experience in the Aging Network and four years with data entry in Aging & Disability (Formerly SAMS)
- Basic office and computer skills
- Ability to make good, sound judgment decisions
- Ability to assess and prioritize multiple tasks, projects, and demands
- Ability to work independently, prioritize tasks, and meet deadlines
- Ability to exercise initiative and communicate effectively with superiors regarding responsibilities
- Ability to design corrective action for solutions to problems, to measure effectiveness and attainment of goals, and identify problem areas
- Knowledge of problem-solving techniques
- Maintain effective working relationships with NCNMEDD staff, contractors, and Board members
- Knowledge of federal, state, and local regulations and policies
- Good oral and written communication skills
- Ability to work and perform in conflict/crisis environments
- Knowledge of program planning concepts, principles, and practices
- Demonstrate behavior that maintains the organization credibility, integrity, and positive image in the community

SUPERVISORY RESPONSIBILITIES

This position does not require supervisory responsibilities.

PHYSICAL DEMANDS

This position requires basic physical demands for working in an office environment including, sitting for long periods, using computers and other typical office equipment, driving a car/van, carrying documents, and walking.

TRAINING

On-going training in Aging & Disability is required for this position. Standard training for all employees will be applied to this position as well as any training deemed beneficial by management in the future.

DECISION-MAKING

This position requires the use of discretion and independent judgment with respect to matters of significance for the agency as well as typical decision-making responsibilities required in a day-to-day office working environment.

COMMUNICATIONS

Reports to the Data Center Manager and interacts with NCNMEDD employees and contractors, New Mexico State agencies staff, Federal agencies staff, state, and local elected officials, the public, and private and/or corporate entities.

EQUIPMENT USED

Typical office equipment will be used such as computers, calculators, phones, copier/printers, projectors, and cars/vans.

WORK ENVIRONMENT

This position will work in a standard, smoke-free, indoor office environment with other staff.

CONDUCT

The North Central New Mexico Economic Development District (NCNMEDD) has a direct and vital impact on the quality of life for those we serve. Accordingly, the services we provide require honesty, impartiality, and fairness, and must be dedicated to the protection and promotion of the public health, safety, and welfare. As an employee and representative of the NCNMEDD and its Board of Directors, all personnel are required to exhibit and practice the highest standard of honesty and integrity and must perform under a standard of professional behavior that requires adherence to the highest principles of ethical conduct in all aspects of the position.

APPLICATION DETAILS

- Candidate selected must successfully complete all pre-employment requirements (drug test and background check) prior to commencing employment.
- Complete NCNMEDD Employment Application online on NCNMEDD website www.ncnmedd.com.
- Application Deadline: Until Filled
- Questions: Please contact Joe Rey, Data Center Manager, at 575-282-4089 or jrey@ncnmedd.com.