

# City of Santa Fe, New Mexico

P.O. Box 909, 200 Lincoln Ave  
(505) 955-6597 Fax (505) 955-6810

[www.santafenm.gov](http://www.santafenm.gov)



## Recruitment Announcement # 2020-CS5

**POSITION TITLE:** Project Administrator (922)  
**DEPARTMENT:** Community Services  
**PERIOD TO APPLY:** 09/11/2019-09/20/2019  
**SUPERVISOR:** Melanie Montoya

**SALARY RANGE:** \$26,186 - \$39,280 (16)  
**FLSA/UNION STATUS:** Exempt/Union  
**POSITION STATUS:** Term/Fulltime  
**LOCATION:** Seniors

### GENERAL PURPOSE

Performs a variety of organizing, project management and coordinating of various division operations including planning, research, grant management, and community and client engagement necessary for the administration of assigned projects or program.

### SUPERVISION RECEIVED

Works under the general supervision of the Youth and Family Services Program Manager (Youth and Family Services); Program Administrator and/or Division Director (Senior Services).

### SUPERVISION EXERCISED

May provide close supervision to staff on a project-by-project basis.

**ESSENTIAL FUNCTIONS** (A position may not include all of the duties listed, nor do the listed examples include all duties, which may be found in a position of this class.)

Researches, prepares and submits grant applications to obtain funding and/or monitors grants received and awarded, compiling specific project information needed to record the progress of each grant (tracks, analyze utilization, funding sources, and budgets) and filing reports when required. Assures that projects are developed in accordance with policies, procedures, budgets and grant provisions to ensure compliance.

Ensure projects meet objectives by coordinating stakeholders, planning and organizing project phases. Works with Youth and Family Services Program Manager and respective managers to develop project objectives, scope of work, schedules and budget needed. Projects range from capital improvements to programming to meet community health and human services needs. Reports routinely to the department/division director and/or managers on status of various projects and initiatives.

### **Additional essential functions for assignment in Community Services/Youth and Family Services:**

Under general supervision, manage or coordinate complex human services planning projects including but not limited to: strategic planning for assigned boards, committees, commissions and taskforces (such as Immigration, Veterans, Women's Commission, Youth Commission, etc.); data collection; coordinating public processes; contract management and other projects as assigned.

Job duties include the following: evaluating the long-term impacts of division, department and community projects and plans; analyzing research, data, and assessments; developing policy recommendations; conducting reviews of research on a range of human service issues; project management, including development of project work plans and timelines; and performing related duties as required. Coordinates closely with Constituent Services, Library Services, Senior Services and Youth and Families Divisions on human services policy and planning issues and projects. Key competencies include interpersonal skills, process management, presentation skills, written communication and time management. Work independently and with other staff members, community leaders, various professionals and social service agencies. Attend Budget, Finance Committee and City Council meetings as needed.

### **Additional essential functions for assignment in Senior Services:**

Assists with the development and monitors division budget to ensure accuracy of accounts and reports budgetary problems to appropriate personnel; assists in preparation and administration of division budget; assist with the preparation of legislative funding requests and grant applications; monitors payroll and volunteer stipend records and processes time sheets; responds to Request For Proposals (RFP), assists with the development for negotiations of criteria pertinent in grant proposals, and other various reports mandated by Federal, State, City and County funding sources to include semi-annual reports, quarterly reports, status up-dates, etc.; prepare and track Professional Service Agreement (PSA), Memorandum of Understanding (MOU), etc.; generate and process purchase orders; tracks status of purchasing requisitions, negotiates vendor quotes, sets up vendor accounts; managing purchasing and accounts payable and establishing new accounts. Reviews and monitors budget to ensure program compliance. Work independently and with other staff members, community leaders, various professionals and social service agencies.

Oversees and administers office supply and equipment use; monitors inventory status and assures availability of needed materials, equipment and supplies. Attend Budget, Finance Committee and City Council meetings as needed. Compile, organize and respond to funding sources, various reporting requests involving research and analysis of data, prepare detailed comprehensive reports from raw data, composing correspondence and other documents in accordance with established guidelines/mandates and ensure submission of data within specified deadlines.

Recruit, train, place and supervise senior volunteers for the Foster Grandparent and Senior Companion programs. Monitor volunteer stations; conduct, coordinate and follow up on client care plans; coordinate placement of seniors; and matches volunteers with appropriate organizations/clients. Conduct police/personal background checks on applicants; administers training program; and review applications to ensure that individuals qualify as stipend

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volunteers as defined by our Federal and State sources. Reviews, develops, and recommends modifications to procedures and forms for overall efficiency; schedules and coordinates meetings; reports routinely to director/administrator on status of various projects, and evaluates program needs and incorporates changes.

## MINIMUM QUALIFICATIONS

### 1. Education and Experience:

- A. Graduation from college with an Associate's degree in public administration, social work or other human services related field.
- B. Five (5) years of progressively responsible professional experience in project administration for a local government. One (1) year in project administration and implementation in area of assignment is preferred.
- C. An equivalent combination of education and experience.

### 2. Knowledge, Skills, and Abilities:

**Considerable knowledge of** grantsmanship, meeting grant deliverables, maintaining financial and/or other files/records, preparation of reports/presentations; modern office terminology and equipment and the rules/regulations related to project tasks. Ability to prepare, submit and review grant applications. Strong organizational and project management skills.

**Considerable skill** in effective verbal and written communication and interpersonal relations; computer and general office equipment; and research and analysis methods.

**Ability to** maintain confidentiality; multi-task; resolve problems and make/coordinate necessary adjustments; establishing and maintaining effective working relationships with Federal, State and other local officials, managers, supervisors and/or the populations served by the Division.

### 3. Special Qualifications:

Ability and experience working with agencies serving Youth and Families.  
Ability and experience working with the elderly.

### 4. Work Environment:

Work is performed primarily indoors in an office setting. Common eye, hand, finger dexterity required for most essential functions. Requires exposure to VDT's CRT's or UV rays. Job requires site visits to community agencies. Must be able to complete multiple tasks with respective deadlines and frequent interruptions. Must work well with others and must have the ability to work effectively and patiently with the elderly. Some evening and/or weekend work may be required.

## **ADA/EEO Compliance**

The City of Santa Fe is an Equal Opportunity Employer. In compliance with the American's with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective employees and incumbents to discuss potential accommodations with the employer.

## **VETERAN'S HIRING INITIATIVE**

Pursuant to City of Santa Fe Resolution No. 2013-079, the City of Santa Fe Human Resources Department (HRD) has implemented a Veterans' Hiring Initiative policy in order to provide opportunities for veterans who meet or exceed the minimum qualifications for city employment to obtain City employment. The Governing Body does not guarantee that a veteran shall be hired for the position being applied for, only that the veteran will be given an interview; and, it does not intend to supersede or modify any collective bargaining agreement that is currently in place with the City of Santa Fe.

**Job applicants who are veterans who have an honorable discharge from the military or are members of the National Guard or Reserve who have successfully completed basic training, must use the Veteran Certification Form to identify themselves and then must attach a copy of their DD214 or DD215 and/or their proof of current Active, Guard or Reserve enlistment in order to certify their status.**

**TO APPLY:** Resumes will not be accepted in lieu of the city application form. Submit City of Santa Fe Application by applying online at [www.santafenm.gov](http://www.santafenm.gov). Applications become public record upon receipt and may be made available for public inspection upon request.

**When required of the position, attach a copy of certification(s) or license(s). Copies of high school diploma/GED & college degree must be provided at the time of interview.** Pre-placement physical exams are required for some positions. **Incomplete applications may delay or exclude consideration of your application.**