Human Resources
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Executive Assistant

JOB CODE	JOB FAMILY	PROFILE
JCP218	**Business Services & Support**	**Executive Assistant**
PAY TYPE	**PAY RANGE**	**REVISION DATE**
Salary	**$54,018.00 - $85,363.00**	**June 23, 2026**

The Executive Assistant provides high-level administrative support to help the department achieve its mission and objectives. Coordinates a detailed calendar of meetings and activities, prioritizes assignments, and ensures timely follow-up and adherence to deadlines. Researches, analyzes, and compiles information for meetings and briefings. Assists with department operations to support efficient service delivery.

Job Description

DUTIES AND RESPONSIBILITIES

- Coordinate a detailed calendar for management, including meetings, events, and activities that require follow-up.
- Set priorities and communicate assignments to department staff to ensure timely completion and compliance with deadlines.
- Research, analyze, and compile information for management review and use in meetings, briefings, and decision-making with internal and external stakeholders.
- Represent management by providing accurate information, resolving complaints, interpreting policies, and responding to inquiries from elected officials, the media, and the public.
- Assist with budget development, procurement coordination, and operational goals; track division performance, monitor expenditures, and support reconciliation efforts.
- Draft, edit, and format documents including agenda items, resolutions, ordinances, RFPs, MOAs, contracts, reports, memoranda, and briefing materials.

- Research and track items related to property valuation, legislation, hearings, and development activities; respond to inquiries from public officials and partner agencies.
- Act as a liaison between department leadership and internal divisions, external partners, developers, and government entities.
- Organize logistics and materials for meetings, advisory groups, and public engagement events.
- Handle confidential personnel matters such as grievances and maintain confidential records and personnel files in accordance with policy.
- Maintain official and confidential documents, legal correspondence, and records, including contracts and court-related materials, in coordination with legal and management staff.
- Schedule training and travel; order supplies and services; and manage incoming and outgoing communications, including mail and phone inquiries.
- Organize workload, set priorities, and meet deadlines. Supervise, train, and direct clerical staff and coordinate contract personnel as assigned.
- Ensure consistent, timely, and professional communication with internal teams and external stakeholders.
- ***The above information is intended to outline the general nature and scope of the duties required for this position. It is not an exhaustive list and may vary depending on specific job assignments and responsibilities.***

MINIMUM QUALIFICATIONS

- Bachelor's degree in Business Management, Business Administration, Public Administration, Urban Planning, or a related field.
- Two (2) years of administrative or executive support experience, including experience supporting senior officials or executives.

Any equivalent combination of related education and/or experience may be considered for the above requirements.

SUPPLEMENTAL INFORMATION

ADDITIONAL REQUIREMENTS

- Background must reflect database and spreadsheet experience.

PREFERENCES

- Supervisory experience preferred.
- Proficiency with Microsoft Office Suite and project management or records software.

ECONOMIC DEVELOPMENT

- Experience in housing, economic development, or government operations is strongly preferred.
- Experience with budgeting, contract coordination, and public agency procedures.
- Supervisory experience preferred.
- Proficiency with Microsoft Office Suite and project management or records software.

SCREENING AND COMPLIANCE

The offer of this Bernalillo County position requires compliance with the following:

- Successful completion of a post-offer employment medical examination.
- Adherence to all County safety guidelines.
- Complete all FEMA training(s) assigned to this position.
- Possession of a valid New Mexico driver’s license by the date of hire and maintenance of a valid license while employed in this position.
- Complete required supervisor training, if applicable.

WORKING CONDITIONS

- All essential duties are performed indoors.
- Duties are performed in a temperature-controlled environment.
- Duties are performed on an even surface, which may be carpeted or tile. Working surface is typically dry.
- Challenging work environment.
- Ability to meet multiple task deadlines.
- Flexible work hours required.

EQUIPMENT, TOOLS, AND MATERIALS

- Equipment typically used in the performance of office duties includes telephone, computer, printer, and copy machine.
- Materials and products handled in the course of performing essential duties include files, forms, reports, various types of other paperwork, and a wide variety of basic office supplies.