

**EASTERN PLAINS COUNCIL OF GOVERNMENTS  
JOB DESCRIPTION**

**Office Manager**

**General Statement of Duties:**

Provides administrative support to the Eastern Plains Council of Governments (EPCOG) staff and Board of Directors. This position requires competent computer knowledge, proficiency with Microsoft Office programs, some project management, clerical skills, and organizational skills.

This is a non-exempt FMLA position.

Reports directly to the Executive Director.

This position has contact with other organization employees, public officials, funding agencies, and the general public.

**Salary:** \$22.84/hr

**Benefits:** Retirement (after one year of service); paid vacation/sick leave; health, dental, and vision insurance; very flexible work schedule.

The position is on-site and hybrid. The site address is 418 Main St., Clovis, NM 88101.

Accepting Applications: 5/9/2023 – 6/12/2023

Decision by: 6/14/2023

**Start Date:** 6/20/2023

**Email application to:**

Vincent M. Soule

Deputy Director

[vsoule@epcog.org](mailto:vsoule@epcog.org)

**Essential Duties and Responsibilities:**

1. Organizes and prepares agendas, minutes, meeting notices, and other necessary documents for all EPCOG and Ute Water Commission (UWC) meetings. Secures meeting place for all EPCOG and UWC meetings and ensures compliance with the Open Meetings Act.
2. Maintains all official files for EPCOG and UWC, including grant agreements, contracts, records of meetings, board rosters, Board policies, etc.
3. Invoicing for fiscal agent and grant administration agreements, invoicing for any special contracts, receipt of incoming monies, making sure all financial records/deposits are given to the accountant, etc.
4. After the accountant processes the accounts payable invoices, ensure that checks are signed and sent to the appropriate vendor. Files and maintains all financial records.
5. Prepares business correspondence for the Board Chairman, Executive Director, or others as directed.
6. Assists Executive Director and Deputy Director with budget policies and enforcements according to all applicable laws and regulations.
7. Maintains all EPCOG personnel files.
8. Ensures that EPCOG and its mission, programs, and services are consistently presented in a strong, positive image to relevant stakeholders and the public.
9. Some travel is required. A valid driver's license is necessary.
10. Other duties as assigned by the Executive Director.

## Qualifications

1. Education: High School diploma is required. An associate's or bachelor's in office management or a related field is a plus.
2. At least 5 years of administrative/secretarial experience is preferred.
3. Knowledge of and experience in local and/or state government programs preferred.
4. Knowledge of and experience in organizational management, program development, and grant administration.
5. Experience in organizing and facilitating boards, committees, and public meetings or hearings. Knowledge of the NM Open Meetings Act is a plus.
6. Experience and excellent ability to organize, administer, and monitor multiple task activities.
7. Experience with the development and use of spreadsheets, word processing, and presentation software (such as PowerPoint).
8. Must possess excellent communication skills (oral and written) and interpersonal communication skills.

