

PUEBLO OF LAGUNA
JOB ANNOUNCEMENT NO. 2026-35

OPEN TO IN-HOUSE & EXTERNAL APPLICANTS

POSITION: Executive Assistant – Public Works
OPENING DATE: May 8, 2026
CLOSING DATE: May 18, 2026
DEPARTMENT: Public Works
SALARY RANGE: E13; \$53,664 - \$80,496

Position Summary:

Under general direction of the Public Works Director, performs a wide range of administrative and executive level support functions. Achieves results through direction, assistance, and coordination of activities. Provides executive level administrative support to Programs within the Department. Consistently applies the Pueblo's Core Values in support of Workforce Excellence. Maintains confidentiality of all privileged information.

This list of duties and responsibilities is illustrative only of the tasks performed by this position and is not all-inclusive.

Essential Duties & Responsibilities:

- Maintains communication and provides relevant administrative support to the programs within the Department
- Screens incoming calls, visitors, and correspondence; routes to program staff as required; may respond to inquiries independently based on nature of contact.
- Consistently applies/exhibits professional etiquette and demeanor in contacts.
- Develops, implements, and manages general administrative office support systems including hard copy and electronic records and files management.
- Reviews departmental programs contracts and grants for applicable deadlines and deliverables; develops and maintains deadline spreadsheets.
- Assists in preparing annual budget and budget modifications; conducts research and analysis of the cost of office operations; prepares reports and supporting data for the annual budget; maintains department budgets, utilizes cuff accounts, and works accordingly with the accounting office.
- Maintains project/contract budgets; prepares requests for payment for invoices and pay requests; develops required reports.
- Assists with purchasing/procurement process; obtains quotes; initiates purchase requests in accordance with contract/grant requirements and with Pueblo Fiscal Management Policy purchasing processes.
- Prepares agendas, notices, and minutes for meetings.
- Prepares correspondence for Director's review and signature. Reviews correspondence and documents submitted by Programs to ensure completeness and accuracy.
- Prepares comprehensive Staff and Council Presentation documents including Resolutions.
- Assists the Director in the management of schedule, calendar, and appointments; coordinates and arranges meetings, and other events.
- Conserves Director's time by reading, researching, and routing correspondence; drafting letters and documents; collecting and analyzing information; initiating telecommunications.
- Completes and ensures the processing of personnel action forms as appropriate, purchase requests, requests for payment, travel requests, and other administrative documents.
- Creates and maintains database and spreadsheet files; develops required narrative and statistical reports.
- Reviews and provides updates to IT for the departmental web pages.
- Acts as liaison between the Director and relevant external agencies; maintains active communications with programs and tribal entities as directed.
- Monitors and expedites time dependent activities and projects.
- Assists in the resolution of operational issues between department programs; assists in responding to citizen inquiries and resolving complaints.
- Meets strict deadlines by prioritizing tasks.
- Contributes to a team effort and accomplishes related results as required.

- Performs other duties as required.

Minimum Qualifications:

- Bachelor’s degree in Business Administration or related field required.
- Five (5) years of administrative or executive level experience, including five (3) years advanced computer experience required.
- FEMA/ICS 100, 200, 700 & 800 certifications preferred; must be able to obtain within six (6) months of hire.
- A combination of relevant education and directly related work experience may be considered.
- Fluency in the Laguna language preferred.

Background Investigation Requirements:

The Pueblo of Laguna has a Suitability Policy for background investigation processes. Every position in the government operation is reviewed and designated at one of three risk levels. The determination is commensurate with public trust responsibilities and attributes of the position which includes job duties. The Executive Assistant-Public Works is designated as a High-Risk Public Trust (HRPT) position.

Type of Background Check	Required
Pre-Employment Drug Screening	X
Background Investigation (Criminal Check, Sex Offender Check, Social Security Trace, Driving Record, Civil Court Check – if applicable, Tribal Criminal Check – if applicable)	X
Employment Verification, Education / License Verification, Personal Reference Verification	X
Fingerprint Verification	X
Must Be Able to Drive a Pueblo Issued Vehicle	X
Other	

Knowledge, Abilities, Skills, and Certifications:

- Knowledge of traditional form of government and pueblo customs and traditions.
- Knowledge of the functions and structure of the Pueblo of Laguna.
- Knowledge of up to date office practices, procedures, and equipment.
- Knowledge of proper spelling, grammar, punctuation, and math skills sufficient to carry out essential duties.
- Knowledge of records management, basic accounting procedures, and procurement processes.
- Ability to communicate effectively, both verbally and in writing.
- Ability to interact and maintain good working relationships with individuals of varying social and cultural backgrounds.
- Ability and skill to exercise/exhibit professionalism in contacts.
- Ability to maintain confidentiality and exhibit high moral character and self-responsibility.
- Ability to analyze situations and adopt appropriate courses of action.
- Ability to establish and maintain professional relationships with the public and co-workers.
- Ability to handle multiple tasks and meet deadlines.
- Ability to define problems, collect data, establish facts, and draw valid conclusions.
- Ability to make solid decisions and exercise independent judgment.
- Ability to follow oral and written instruction.
- Ability to organize complex events.
- Skill in analyzing problems, projecting consequences, identifying solutions, and implementing recommendations.
- Skill in budget preparation and administration.
- Skill in preparing, reviewing, and analyzing operational/financial reports, and contract documents.
- Skill in computer use, including Word, Excel, Outlook, and MIP software unique to program.

Physical Demands:

While performing the duties of this job, the employee regularly is required to sit; use hands and fingers to handle and feel; reach with hands and arms; and talk or hear. The employee frequently is required to walk. The employee occasionally is required to stand; and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 25 pounds.

Work Environment:

Work is generally performed in an office setting with a moderate noise level. Evening and/or weekend work may be required. There is frequent interaction with the public and other entities. Tight time constraints and multiple demands from several people are common. Travel may be required for training, meetings, and other events.

Application Instructions:

- Go to www.lagunapueblo-nsn.gov and click on Employment Opportunities for application instructions and application form. **Read instructions prior to completing application form; incomplete applications will not be considered.** Resumes are encouraged but not in lieu of a complete application form.
- All hand delivered documents must be received by the Human Resources Office no later than 4:30 pm (MDT) on the closing date. All electronically mailed documents must be received by the Human Resources Office no later than 11:59pm (MDT) on the closing date.
- Application packets may be submitted by one of the following methods:
 1. E-mail to polemployment@pol-nsn.gov;
 2. Mail to Pueblo of Laguna Human Resources; P.O. Box 194; Laguna, NM 87026
 3. Deliver to the Human Resources Office, 23 Rio San Jose Rd; Laguna, NM 87026
 4. Fax to (505) 552-9675
- For more information, contact HR at (505) 552-5252 or by e-mail at the above address.

LAGUNA TRIBAL MEMBER PREFERENCE APPLIES