



214 South Love Lovington, NM 88260  
575.396.2884

## PROJECTS AND SYSTEMS ADMINISTRATOR

### *Position Description*

<b>Department:</b>	Administrative/Public Works
<b>Probationary Period</b>	90 days
<b>Pay Range:</b>	\$45,000 - \$55,760
<b>Hours/week:</b>	40 hrs. per week
<b>Type of Position:</b>	Full-time

<b>Reports to (title):</b>	City Manager
<b>Supervises:</b>	
<b>Classification:</b>	Exempt/ At-Will
<b>Effective Date:</b>	April 11, 2022
<b>Revised Date:</b>	

### PERFORMANCE EXPECTATIONS

In performance of their respective tasks and duties all employees of the City of Lovington are expected to conform to the following:

- Uphold all principles of confidentiality and respect of all colleagues to the fullest extent.
- Adhere to all professional and ethical behavior standards inherent to the Public Sector.
- Interact in an honest, trustworthy and dependable manner with all citizens and employees of the City of Lovington.
- Possess cultural awareness and sensitivity.
- Maintain a current, insurable driver's license.

### POSITION PURPOSE

The purpose of this position is to assist the City Manager and city government with projects and administration of systems (computer networks, contract processes, grants, etc.). In addition, this position shall research and keep abreast of grant and project funding sources available to enhance the services provided by the City of Lovington.

### ESSENTIAL DUTIES, FUNCTIONS & RESPONSIBILITIES

- Perform day-to-day maintenance and repairs, including software and computer installations and upgrades, routine automation, security maintenance, troubleshooting, training, and technical support for all computer/technology users, and computer/technology projects of the organization.
- Coordinate and complete project activities assigned by the City Manager, including simple tasks and larger plans, manage schedules, arrange assignments, communicate, prepare action plans, analyzing risks and opportunities and gathering necessary resources.
- Write and prepare grant and loan applications and ensure delivery of such applications in accordance with funding requirements and city guidelines.

## *Position Description*

- Research, identify and apply for grants or loan funding sources necessary for planning, design or completion of projects; communicate with department heads and elected officials to determine project needs; become informed of the various project phases and of the amount of funds needed to address projects.
- As assigned by the City Manager, prepare and administer contracts for the City of Lovington.
- Coordinate with other entities/organizations, such as County and municipalities, State agencies (NMDOT, DFA, and Environmental Department), non-profits and federal agencies, to complete tasks and projects.
- Make recommendations during city budget process for funding requirements for pending applications for projects, and retain records and documents utilized or called for in the use of preparing applications as submitted by the city.
- Other duties as assigned by City Manager

### **MINIMUM MANDATORY QUALIFICATIONS**

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|--|---|
| Experience:  | <ul style="list-style-type: none"><li>• Experience with computer networks, grants, and project administration preferred</li></ul>   |
| Education:   | <ul style="list-style-type: none"><li>• College or University Degree Preferred</li></ul>  |
| Mandatory Knowledge, Skills, Abilities and Other Qualifications: | <ul style="list-style-type: none"><li>• Read, write, speak and comprehend the English language.</li><li>• Must have excellent communication skills</li><li>• Ability to work with the public in a professional manner</li><li>• Experience in public speaking</li><li>• Experience in budget preparation</li><li>• Able to demonstrate grant project applications experience</li><li>• Able to demonstrate ability to work with diverse groups</li><li>• Able to read, understand and interpret grant project application requirements and guidelines</li><li>• Knowledge of computers, storage, networking and other physical devices</li><li>• Knowledge of Microsoft Office Suite applications</li><li>• Knowledge of methods and techniques of business correspondence and technical report preparation</li><li>• Knowledge of occupational hazards and standard safety practices, geographic features and locations within the area served</li><li>• Must be able to travel, sometimes overnight</li><li>• Ability to work in all outdoor environmental conditions</li><li>• Ability to work standard office equipment</li></ul> |

### **WORK ENVIRONMENT**

Work environment: Work is preformed in an office setting. Constant exposure to computer screen. Field work may be required to visit project sites. Travel may be required.

*Position Description*

Physical demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the primary functions of this job. While performing the duties of this job, the employee may be required to frequently stand, walk, sit, bend, twist, talk and hear. There may be prolonged periods of standing, reaching/working from overhead structures and scaffolds, reading instructions, as well as driving or riding in transport vehicles. The employee must occasionally lift and/or move up to 60 pounds, sometimes upstairs and wear protective personal equipment. Specific vision abilities required by this job include reading, distance, computer, and color vision.

Mental demands: There are a number of deadlines associated with this position. The employee must also multi-task and interact with a wide variety of people on various and, at times, complicated issues.

**Disclaimer:** The information on this position description has been designed to indicate the general nature and level of work performance by employees in this position. It is not designed to contain, or be interpreted as, a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to this position. Employees will be asked to perform other duties as needed.

REVIEWED BY		TITLE	
APPROVED BY		TITLE	
DATE POSTED		DATE HIRED	

**ACKNOWLEDGMENT**

I have reviewed the content of the **GRANTS AND SYSTEMS ADMINISTRATOR** position description and have been provided a copy of the description. I certify that I am able to perform the essential functions of this position as outlined in this description, with or without reasonable accommodation.

Describe any accommodations required to perform these functions:

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*Employee (printed name)*

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*Employee (signature)*

\_\_\_\_\_  
*Date*