

Business Operations Specialist-A (DCA #4638)

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127841	Job ID
Santa Fe	Location
12/31/2022	Posting End Date
Department of Cultural Affairs	Agency
Full-Time	Full/Part Time
Regular - PERM for State	Regular/Temporary
Continuous Job Opening	Job Posting Type

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Salary

\$18.15 - \$29.04 Hourly

\$37,752 - \$60,403 Annually

This position is a Pay Band 60

Why does the job exist?

The purpose of this position is to provide high level administrative support to the Director of Facilities and Capital Improvement. This position will also provide support for procurement such as, but not limited to, requisitions, quotes, spreadsheets, purchase orders, fund balance tracking. This position will submit work orders for Facilities. This position requires a work week of 8am to 5pm Monday through Friday and is performed in the Santa Fe office of the Department of Cultural Affairs

THIS POSTING WILL BE USED FOR ONGOING RECRUITMENT AND MAY CLOSE AT ANY TIME. APPLICANT LISTS MAY BE SCREENED MORE THAN ONCE.

How does it get done?

The employee in this role performs project management functions requiring high levels of complexity, problem solving, and accountability. Employees operate Independently within diversified procedures and standards. Key tasks include:

1. Support procurement including coordination of quotes, development of requisitions and purchase orders, and development of invitation to bid (1TB) or request for proposal (RFP) as appropriate
2. Track available funding sources for maintenance, repairs and capital outlay. Coordinate approval and payment of invoices.
3. Coordinate facilities management tracking of capital outlay
4. Perform administrative support functions including drafting of correspondence, creation and maintenance of files, databases, and spreadsheets
5. Provide support on personnel actions

Who are the customers?

Staff, visitors, outside vendors, and the community.

Ideal Candidate

High school diploma or equivalence and three (3) years of experience in office administration, budgeting, purchasing, finance, accounting, auditing, contract management and experience with the SHARE financial system.

Minimum Qualification

Associates Degree in Business Administration, Public Administration or Accounting and two (2) years of directly related job experience in the areas of office administration, budgeting, purchasing, finance, accounting, auditing, cash management and/or contract management. Substitutions Apply. See Substitution Table below.

Substitution Table

These combinations of education and experience qualify you for the position:

	Education		Exp
1	High School Diploma or Equivalent	AND	4 ye
2	Associate's degree in the field(s) specified in the minimum qualification	AND	2 ye
3	Bachelor's degree or higher in the field(s) specified in the minimum qualification	AND	0 ye

- Education and years of experience must be related to the purpose of the position.

- If Minimum Qualification requires a specific number of "semester hours" in a field (e.g. 6 semester hours in Accounting), applicants MUST have those semester hours in order to meet the minimum qualifications. No substitutions apply for semester hours.

Employment Requirements

Must possess and maintain a current Defensive Driving Course Certificate from the State of New Mexico or must pass and receive Defensive Driving Course Certification as a condition of continued employment. Must possess and maintain a valid New Mexico Driver's License.

Working Conditions

State of New Mexico employees may be impacted by the Public Health Order dated August 12, 2022, which requires facilities licensed or certified by the Centers for Medicare and Medicaid Services ("CMS"), including all hospital types, long-term care facilities, nursing homes, hospice facilities and rehabilitation facilities, as well as assisted living facilities and adult day care settings, to adhere to all COVID-related requirements prescribed by CMS, including, but not limited to masking and staff vaccination.

In addition, employees working in State correctional facilities who have the potential for direct or indirect exposure to inmates are required to be vaccinated against COVID-19.

Work is performed in an office setting with exposure to Visual/Video Display Terminal (VDT) and extensive personal computer and phone usage. Some sitting, standing, bending and reaching may be required.

Supplemental Information

Benefits:

Do you know what Total Compensation is? [Click here](#)

Agency Contact Information: Lino Herrera (505) 827-6364 or Email

Lino.herrera2@dca.nm.gov [Email](#)

For information on Statutory Requirements for this position, click the Classification Description link on the job advertisement.

Bargaining Unit Position

This position is covered by a collective bargaining agreement and all terms/conditions of that agreement apply and must be adhered to.