



STATE OF NEW MEXICO  
invites applications for the position of:

# Administrative Services Coordinator-Operational (DMA #10110012)

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**SALARY:** \$11.31 - \$19.67 Hourly  
\$23,524.80 - \$40,913.60 Annually

**JOB TYPE:** Sponsored Term Funded Position  
**OPENING DATE:** 08/08/16  
**CLOSING DATE:** 08/22/16 11:59 PM  
**DEPARTMENT:** Military Affairs  
**LOCATION:** Santa Fe (City)

**JOB DESCRIPTION:**

**IMPORTANT NOTICE:**

**Attached resumes will not be reviewed or considered. You are required to include your work experience in the Work Experience section of your application. If you have previously included work history on a resume you must transfer your work history into the Work Experience section prior to submitting your application. For more information please visit our website: [Employment with the State of New Mexico](#)**

**Purpose of Position:**

This position will serve as the Integrated Training Land Program (ITAM)/Range and Training Land Program (RTLTP) Coordinator for the Sustainable Range Program (SRP) and will work in both capacities. Individual will work as the fire desk operator/range scheduler, assist with Integrated Training Area Management (ITAM)/Range and Training Land Program (RTLTP) report submission, repair/maintenance/upkeep of training sites and ranges, targetry repair, range/training site operations duties, and safety technician for both areas. This individual will assist in maintenance and build up of critical infrastructure in the training areas and the range. (Consists of labor intense building and construction).

**Standard business hours are 7:00 A.M. - 4:00 P.M. Monday through Friday.**

This position is a Pay Band 50.

**CLASSIFICATION DESCRIPTION:**

**Administrative Service Coordinator Operational**

**MINIMUM QUALIFICATIONS:**

High School Diploma or Equivalency and one (1) year of experience in basic accounting, and/or business/office administration.

**Employment Requirements:**

Must possess and maintain a valid New Mexico Driver's License. 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 within six (6) months of date of hire as a

condition of continued employment.

**Statutory Requirements:**

N/A

**SUPPLEMENTAL INFORMATION:****Benefits:**

Do you know what Total Compensation is?

<http://www.spo.state.nm.us/total-compensation.aspx>

**Working Conditions:**

Work is performed in a warehouse, office setting and outdoors with exposure to Visual/Video Display Terminal (VDT), extensive personal computer and phone usage, and weather exposure. Bending, standing, and lifting up to 35 pounds is required. Some travel may be required. May be required to work nights and weekends during ceremonies and special events.

**Conditions of Employment:**

Working Conditions for individual positions in this classification will vary based on each agency's utilization, essential functions, and the recruitment needs at the time a vacancy is posted. All requirements are subject to possible modification to reasonably accommodate individuals with disabilities.

**Default FLSA status:**

Non-Exempt. FLSA status may be determined to be different at the agency level based on the agency's utilization of the position.

**Bargaining Unit:**

This position is not covered by a collective bargaining agreement.

**Agency Contact Information:**

LTC, Michelle Jaramillo, (505) 474-1810.

**Link to Agency:**

<http://www.nm.ngb.army.mil/state/home/dma.htm>

**Applicant Help / How to Apply:**

[http://www.spo.state.nm.us/State\\_Employment.aspx](http://www.spo.state.nm.us/State_Employment.aspx)

[Facebook](#)

[LinkedIn](#)

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APPLICATIONS MAY BE FILED ONLINE AT:  
<http://www.spo.state.nm.us>

2600 Cerrillos Road  
Santa Fe, NM 87505

[justin.najaka@state.nm.us](mailto:justin.najaka@state.nm.us)

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Job #2016-02773  
ADMINISTRATIVE SERVICES COORDINATOR-OPERATIONAL  
(DMA #10110012)  
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**Administrative Services Coordinator-Operational (DMA #10110012) Supplemental Questionnaire**