

**MORA COUNTY**  
**Employment Opportunity**

Mora County is accepting applications for County Manager. This position's general purpose is to perform a variety of professional executive and managerial duties related to planning, directing, organizing, and controlling the administrative processes necessary to carry out the efficient and economic operation of the County. This Manager works under broad policy directives of the Mora County Commission and may serve as the personnel officer, fiscal director, budget officer, property custodian and acts generally as the administrative assistant to the County Commission, aiding and assisting it in the exercise of its duties and responsibilities.

**MINIMUM QUALIFICATIONS:**

1. Four (4) years of college with a degree in business administration, political science, city or county management, public administration or related fields OR comparable managerial experience in business or government.
2. Requires a minimum of two (2) years' experience as a City or County Manager or comparable managerial experience in business or government.

Any interested party wishing to present their qualifications for this position must submit a complete application packet to the attention of Paula Garcia, Commission Chair which includes: a County employment application, a Resume, a letter of interest, official copy of transcripts (*if applicable*), and two (2) letters of recommendation.

This announcement will remain open until filled; however, the County will begin reviewing applications on Monday, July 2, 2018 at 3:00 p.m.

Salary Range: Negotiable

For a complete description of the duties and responsibilities of the position, as well as the preferred experience, skills and abilities requested for the position, please contact:

Ms. Frances Muniz, Administrative Assistant  
Mora County Manager  
Mora County Government  
PO Box 580  
Mora, NM 87732  
575-387-5925

*Mora County is an equal opportunity employer.*

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[www.countyofmora.com](http://www.countyofmora.com)