



JOB ANNOUNCEMENT

Mora County Manager's Office Mora County Manager

December 30, 2022

Position Summary

This position is appointed by and reports to the Board of County Commissioners for Mora County. The County Manager is responsible for the administration and operational services of County government. The County Manager ensures that all departmental activities are in compliance with (1) Mora County goals and objectives, (2) State, Federal and local laws, and (3) County policies and procedures.

Minimum Qualification

1. Requires a Bachelor's Degree in Public Administration, Political Science, Business Administration, Finance, Law, or a closely related field; and/or
2. Five (5) years of public administration experience performing above or related duties; or
3. An equivalent combination of education and experience;
4. Requires valid New Mexico Driver's License;
5. Requires extensive computer and supervisory skills;
6. Requires exemplary communication skills, both oral and in writing;
7. Must be willing to respond to County issues or emergencies on a 24/7 basis. Must pass pre-employment offer drug test and background examination.

Any interested party wishing to present their qualifications for this position must submit a complete application packet, which includes a County Employment Application, the Mora County Employment Background & MVR Release Acknowledgment form, list of 5 professional references, and a resume. Salary range depending on qualifications. Interested individuals should pick up an application and job description at the Mora County Managers Office or from the County website at <https://countyofmora.com/careers/> Applications are due by 5:00 p.m. on Friday, January 20, 2022. Interviews for the position will take place during the week of January 23, 2023.

Mora County is an equal opportunity employer.