



QUAY COUNTY GOVERNMENT

300 South Third Street

P.O. Box 1246

Tucumcari, NM 88401

Phone: (575) 461-2112

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Employment Opportunity

Quay County Government

Quay County is now accepting applications from all qualified candidates for a full-time position of **Preventionist** to work for the Quay County DWI Program Office. This person will under the direction of the DWI Coordinator, coordinate with local school districts to plan, improve and implement prevention programs. Develops cooperative working relationships with business owners and managers, school officials, medical service providers and employees with the goal of substance abuse prevention. Develop substance abuse prevention plans; assists in planning implementation and monitoring of prevention programming for the County school districts; maintains cooperative relationships and gives administrative support when necessary, which may include but are not limited to: opening and closing the office; answering telephones; handling incoming/outgoing mail and electronic communication; typing, copying and filing documents; typing correspondence.

Minimum Qualifications:

- High School diploma, or GED
- Bachelor's Degree in social sciences or related field preferred
- Experience in community education, marketing/ public relations and/or delivering program services preferred
- Never convicted of any felony crime or crime involving moral turpitude.
- Ability to report, record, legibly and accurately.
- Ability to establish and maintain effective working relationships with fellow employees and other agencies.
- Must have knowledge of Microsoft Windows and Office.
- Must be at least 21 years of age and be a U.S. Citizen.
- Must possess valid New Mexico Driver's License with no DWI's in the last 3 years.
- Salary: DOE

All applicants for this position will be subject to pre-employment and post-employment drug testing. Interested persons may obtain an application at the office of the County Manager, 300 S. Third Street, Tucumcari, NM during normal working hours. Completed Quay County Employment applications will be received at County Manager's office until position is filled.

Quay County is an Equal Opportunity Employer.

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