



## QUAY COUNTY GOVERNMENT

300 South Third Street

P.O. Box 1246

Tucumcari, NM 88401

Phone: (575) 461-2112

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### JOB OPENING

POSITION TITLE: Emergency Manager

This position, under direct supervision of the County Manager will be responsible for providing strategic management and organization of the Quay County Office of Emergency Management. A successful applicant will demonstrate strong ethical, professional and service oriented leadership when performing the required planning, training and exercises. This position is grant funded therefore, preparation of grant applications, meeting grant requirements and submitting reports will also be required.

This position will require flexible work schedules including nights, weekends and holidays.

#### Experience/Training:

1. Training in and working knowledge of Emergency Management or public safety is preferred.
2. Must have computer skills and be proficient in Microsoft Word and Excel.

Applications may be obtained at the County Manager's Office and will be accepted until position is filled. Successful applicant will be at least 18 years of age, possess a valid NM driver's license and pass a pre-employment drug and alcohol screening.

To be published in QC Sun:

February 1, 2023

February 8, 2023