



Quay County Government

300 South Third Street, Tucumcari, NM 88401

Post Office Box 1246

Phone: (575)461-2112 Fax: (575) 461-6208

Employment Opportunity

Quay County is now accepting applications from all qualified persons for the position of **Detention Administrator**.

Summary:

Under the direction of the County Manager, provides strategic leadership, management organization, direction, and supervision of all operations and activities of the Quay County Detention Center. Demonstrate strong, ethical, professional and service oriented leadership. Responsible for the training, performance management, and morale of the Detention Center staff. Exercises independent judgment and discretion; develops and administers the Detention Center budget; formulates administrative policies and develops comprehensive plans to serve the current and future needs of the county for criminal incarceration, treatment, correction, behavior modification and community reintegration.

Minimum Qualifications:

- High school diploma or GED certificate required.
- Must have a current driver's license with no prior DWI's within the last three years.
- Must have good vision, hearing and reflexes.
- Must be able to pass pre-employment physical.
- Ability to maintain confidentiality a must.

Requirements:

- Applicants must take a written exam to establish eligibility for employment.
- Applicants must pass a comprehensive criminal history and background check and will be subject to pre-employment and post-employment drug testing.

Preferred:

- Degree in a relevant field from an accredited college
- At least three years of increasingly responsible professional experience in detention or corrections

Wage: \$60,000

Application can be obtained at the County Manager's Office, 300 South Third Street, Tucumcari, NM during normal business hours or online and quaycounty-nm.gov. Quay County is an equal opportunity employer.

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