

Quay County is now accepting applications for **Capital and Grants Manager**.

Primary Purpose:

Administers capital and grant activities within Quay County.

Knowledge/Skills:

- Extensive knowledge of policy analysis and analytical thinking.
- Ability to plan and prioritize work programs for professional employees; to develop budgets; to interface effectively with public officials, employees, and the public; to organize and present information clearly and concisely in both oral and written form.
- Ability to understand relationships and dependencies between tasks and departments; ability to understand organizational needs and conduct cross-functional level planning.
- Ability to perform effectively under strict deadlines; to present recommendations clearly and concisely; and to work effectively with public officials, fellow employees, and the public.
- Excellent written and verbal communication skills.
- Skilled in operating various word-processing, spreadsheet, database, and other software programs in a Windows environment; skilled in presentation preparation; and in grant and capital asset management.

Minimum Qualifications:

- High School diploma or equivalent.
- Current driver's license
- Must be able to pass pre-employment physical and drug testing

Desired Qualifications:

- Degree in Accounting, Finance, Business Administration, or a related field.
- Three (3) years of professional work experience in accounting, finance, budgeting or business administration; OR
- Any combination of education or experience in budgeting, finance, accounting, or a closely related field totaling five (5) years.
- Related education and experience may be substituted at a rate of thirty (30) semester hours equal to one (1) year of experience.

Wage:

\$20.00-\$25.00 Depending on experience and qualifications.

A list of job duties, functions and details about the position are available at the Courthouse, county manager's office. Interested people may apply to the County Manager's Office, 301 S 3rd St Tucumcari, NM, 7am-6pm Monday- Thursday. Position will be open until filled.