

Village Clerk/Administrator

The Village of Bosque Farms seeks to hire a Village Clerk/Administrator. The purpose of this position is to provide the Village of Bosque Farms with support services to assist the Mayor in managing, directing and coordinating the administrative, personnel and budgetary activities necessary to conduct Village business. Responsibilities of this position include annual budget preparation, grant writing and administration, preparation of public notice requirements and municipal elections. Minimum requirements are Bachelor's degree in public administration or closely related field, a minimum of six years of management level experience in a government position, knowledge of federal codes, regulations and New Mexico State Statutes and excellent verbal and written communication skills. Complete job description available upon request. Applications are available at the Village office, 1455 West Bosque Loop, Bosque Farms, NM and will be accepted until position is filled.