



County Manager

Union County, New Mexico

For more information, visit our web at

 www.unionnm.us

THE COMMUNITY

Where the High Plains Meets a Proud Heritage

Union County sits in the northeast corner of New Mexico bordering Colorado, Texas, and Oklahoma. Union County is just over 3,825 square miles of wide open spaces with elevations from 5,000 to over 8,000 ft. It is where wide-open skies, working ranches, and small-town values still shape daily life. With a population just over 4,000, the county offers a close-knit, rural lifestyle rooted in agriculture, history, and resilience.

Clayton, the county seat, serves as the region's hub and gateway to attractions like Capulin Volcano National Monument, Clayton Lake State Park, and the Dinosaur Trackways, drawing nature lovers, fossil hunters, and families. The area is also home to historic landmarks, local museums, and seasonal events that celebrate its frontier past and ranching traditions.

Union County's economy is anchored in cattle ranching and farming with new opportunities emerging in tourism and outdoor recreation. The region's schools, healthcare facilities, and community services reflect the values of a place where neighbors look out for one another.

While remote by some standards, Union County offers space—literally and figuratively—to think, to build, and to belong. For those seeking a quieter pace, deep roots, and room to grow, Union County is a place worth knowing.



THE POSITION

The County Manager is appointed by the Board of County Commissioners to implement the Board's decisions. The County Manager operates directly under the Board, serving the legislative function of the Board by providing research, information, and recommendations, and serving the executive function of the Board by providing management assistance. In addition, the County Manager is responsible for preparing the County budget, providing the Board with the information they need for making decisions, implementing transparency measures, representing the County in intergovernmental relationships, coordinating the work of all County departments, resolving problems, and coordinating the overall administration of County Government.

PRIMARY DUTIES

- **Serve as the County's Chief Executive Officer responsible to the County Commission to manage, supervise, and enforce all policies, functions, personnel, procedures, and directives under the authority of the Commission, as the Commission deems necessary**
- **Oversee County operations while exercising independent judgment to analyze and evaluate issues and recommend and implement solutions.**
- **Direct supervision of County administration and operation departments which includes finance, human resources, maintenance, emergency management, fire, and DWI/compliance.**
- **Serve as County Finance Director, overseeing financial operation of the County, including preparation and oversight of budget, accounting, and financial reporting.**
- **Act as primary contact in all legal matters facing the County, working directly with the BOCC, legal, insurance, and other various parties to manage and resolve legal issues.**
- **Oversee the hiring, retention, and appropriate management, direction, compensation, and supervisory support for the employees of Union County.**
- **Form, maintain, and expand positive and effective partnerships and working relations with other governmental entities and institutions.**
- **Guide, direct, and coordinate the operations of the County, with assistance of County staff, offices, and departments.**
- **Ensure compliance of all departments' activities with Union County goals, objectives, policies, and procedures; as well as State and Federal laws.**
- **Identify and monitor long and short-term goals and objectives, ensuring effective communication of issues and strategies.**
- **Serve as custodian of Union County buildings, facilities, records, and property.**

COMPENSATION & BENEFITS

COMPENSATION & BENEFITS

Competitive annual salary based on qualifications and experience.

Union County offers a comprehensive and competitive benefits package designed to support employee well-being, work-life balance, and long-term financial security.



Health and Wellness

- 80/20 coverage of insurance including medical, dental, and vision.
- Employee Assistance Program (EAP) for confidential legal, financial, and wellness resources.

Retirement & Financial Planning

- New Mexico Public Employee Retirement Association Fund 75/25 coverage
- Deferred compensation plan options available to enhance retirement savings

PTO & Work-Life Balance

- 12 paid holidays per year, plus one additional holiday allocated for birthday
- 4/10 work week with 3 day weekends
- PTO available
- Longevity incentive after 3 years
- Training and Certification incentives

Life & Disability Insurance

- Life Insurance paid with \$50,000 value.
- Supplemental Life Insurance Policies available at minimal cost.
- Accidental Death and Dismemberment coverage at minimal cost
- Short and Long-term disability insurance available at minimal cost



IDEAL CANDIDATE

Ideal Candidate Profile

Union County seeks a County Manager who can confidently and proactively manage the duties and responsibilities of the office, provide clarity and direction to staff, and promptly provide accurate information to the County Commission.

The next County Manager will be skilled at building and maintaining positive working relationships with internal and external stakeholders. The ideal candidate will be assertive, yet respectful, in providing concise and sound recommendations to the Board of County Commissioners, while also helping to accomplish the goals of the governing body in an innovative and creative manner.

The ideal candidate will possess exceptional interpersonal skills and will work effectively with diverse groups and interests. The next County Manager will have essential skills and experience necessary to handle local government matters.

An experienced County Manager who can act independently, as appropriate, to protect the County's interests and keep the County Commission regularly informed is desired. Strong negotiation skills, responsiveness, and commitment to working collaboratively with others are essential to the position.

Leadership

- Someone with confidence and assertiveness born from experience.
- Calm and professional demeanor.
- Views oneself as responsible to the citizens and tax payers of Union County.
- Experience in an agricultural community and an affinity for the small-town rural lifestyle.
- Thinks strategically and develops collaborative partnerships.
- Leads by example and always demonstrates honesty, integrity, fairness, and diplomacy.
- Positive and proven track record of supervising and empowering staff.
- Communicates with Commission and demonstrates follow-through on directives.
- Able to understand the culture of both the organization and community.
- Outstanding communication skills, both verbal and written, with the ability to make clear concise presentations to the Commission and the public.
- Able to inform and provide guidance to the Commission without taking sides or playing politics.
- Strong financial and budgeting background and well versed in local government planning.
- Positive and supportive management style that develops staff.

Education and Experience

- Bachelor's Degree in Finance, Public Administration, Communication, Business Administration, or related field
- 7-10 years of progressively responsible management experience, government experience preferred.
- Combination of education and work experience sufficient to perform duties of the position.



APPLICATION & SELECTION PROCESS

Apply Now



Please submit your application, resume, and cover letter to our Human Resources Coordinator at cheryl.garcia@unionnm.us. Candidates will be screened for qualifications on an ongoing basis until the position is filled. Anticipated start date of December 1, 2025.

Contact

www.unionnm.us

brandy.thompson@unionnm.us

575-374-8896 ext. 4

