

Torrance County

Commissioner District 1
KEVIN MCCALL, VICE CHAIR



Commissioner District 3
LINDA JARAMILLO

Commissioner District 2
RYAN SCHWEBACH, CHAIR

County Manager
J. JORDAN BARELA

REQUEST FOR LETTERS OF INTEREST & RESUMES TO PROVIDE ADMINISTRATIVE ASSISTANT SERVICES FOR THE TORRANCE COUNTY FAIRBOARD

Torrance County is currently requesting letters of interest and resumes from interested parties to provide administrative assistant services for the Torrance County Fair Board. To qualify for this position, interested parties must be at least eighteen years of age.

The County would prefer individuals with experience in administrative services, including purchasing, budget management, meeting management and clerical work. The County would also prefer individuals with direct or related experience in County Fair administration, 4-H, FAA, livestock auctions, general agriculture, or event management; however, this experience is not a requirement of the position.

Interested parties must submit a letter of interest and resume to:

- jjbarela@tcnm.us and
- priely@tcnm.us

All letters of interest and resumes will be due no later than 5:30pm on Thursday, November 6, 2025. Letters and resumes received after this date and time will not be considered.

This will be a contracted position which will pay \$500 per month (*excluding NMGRT*) for a contract term not to exceed 12 months.

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