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Chief of Staff (CoS)

JOB CODE	JOB FAMILY	PROFILE
JCM909	**Executive Management**	**Chief of Staff (CoS)**
PAY TYPE	**PAY RANGE**	**REVISION DATE**
Salary	**$155,750.00 - $233,633.00**	**September 21, 2026**

The Chief of Staff (CoS) serves as a senior advisor and key member of the Bernalillo County Executive Team, reporting directly to the County Manager. This position provides strategic leadership and oversight across multiple critical functions including policy development, budget coordination, government affairs, strategy, communications, cultural affairs, marketing, and community engagement and outreach. The Chief of Staff ensures effective alignment of County initiatives, manages cross-departmental priorities.

Job Description

DUTIES AND RESPONSIBILITIES

- Leadership & Strategy
- Serves as a trusted advisor to the County Manager on organizational strategy and policy.
- Leads the development, implementation, and evaluation of countywide strategic initiatives.
- Provides leadership in cross-departmental collaboration to ensure policy, budget, and communications are aligned with organizational goals.
- Policy, Budget, & Government Affairs
- Provides executive leadership and oversees policy research, analysis, and development to support evidence-based decision-making.
- Provides executive leadership in directing the County’s budget planning, monitoring, and reporting functions in collaboration with the Finance Division.

- Leads the County’s government affairs strategy, including legislative tracking, advocacy, and engagement with state and federal partners.
- Communications, Marketing & Cultural Affairs
- Provides executive leadership for the County’s communications strategy, ensuring clear, consistent, and transparent messaging across all platforms.
- Provides executive leadership for cultural affairs initiatives, events, and programming that highlight and strengthen the County’s cultural identity.
- Provides executive leadership marketing and branding efforts to support community awareness, engagement, and trust.
- Provides executive leadership for the design, graphics, and creative services to ensure professional, cohesive County-wide visual communications.
- Community Engagement & Outreach
- Provides executive leadership; leads and expands outreach strategies to strengthen relationships with residents, businesses, nonprofits, and community stakeholders.
- Provides executive leadership for community engagement initiatives to ensure County services and programs are accessible, inclusive, and responsive to public needs.
- Fosters partnerships that advance equity, inclusion, and cultural connections.
- ***The above information is intended to outline the general nature and scope of the duties required for this position. It is not an exhaustive list and may vary depending on specific job assignments and responsibilities.***

MINIMUM QUALIFICATIONS

- Bachelor’s degree in Public Administration, Political Science, Business Administration, Communications, or a related field required.
- Eight (8) years of progressively responsible leadership experience in government, public administration, or related fields.
- Three (3) years of experience in a managerial role.
- Demonstrated experience in policy development, strategic planning, budget oversight, and communications.
- Experience working with elected officials, intergovernmental partners, and community stakeholders.

Any equivalent combination of related education and/or experience may be considered for the above requirements.

SUPPLEMENTAL INFORMATION

PREFERENCES

- Master's degree in related field.

KNOWLEDGE, SKILLS AND ABILITIES / COMPETENCIES

Strong leadership and organizational management skills with the ability to lead diverse teams and initiatives.

Expertise in public policy, government operations, and budget administration.

Exceptional communication skills, both written and verbal, with ability to convey complex information clearly.

Strategic thinker with ability to anticipate challenges and develop proactive solutions.

Deep understanding of cultural affairs, marketing strategies, and community engagement practices.

Commitment to equity, transparency, and public service.

SCREENING AND COMPLIANCE

The offer of this Bernalillo County position requires compliance with the following:

- Successful completion of a post-offer employment medical examination and background investigation.
- Adherence to all County safety guidelines.
- Complete all FEMA training(s) assigned to this position.
- Possession of a valid New Mexico driver’s license by the date of hire and maintenance of a valid license while employed in this position.
- Complete required supervisor training, if applicable.

WORKING CONDITIONS

- Duties are performed indoors in a temperature-controlled environment.
- Duties are performed on an even, typically dry surface, such as concrete, tile, or carpet.
- Work is conducted with a select team without direct supervision and may at times involve working with a large group.
- May be required to work extended hours.

EQUIPMENT, TOOLS, AND MATERIALS

- Equipment typically used includes a telephone, computer, printer, and copy machine.
- May occasionally drive a county vehicle.