Human Resources
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Chief Operating Officer

JOB CODE	JOB FAMILY	PROFILE
JCM910	**Executive Management**	**Chief Operating Officer**
PAY TYPE	**PAY RANGE**	**REVISION DATE**
Salary	**$155,750.00 - $233,633.00**	**September 21, 2026**

This Chief Operating Officer serves as a key member of the County Manager's Executive Staff with authority over a wide range of management and operational assignments and special projects. The position provides oversight and guidance for high-priority projects and supports the County Manager by acting as a liaison with members of the leadership team, including Deputy County Managers and Department Directors. The Chief Operating Officer represents the County Manager as needed, including in meetings with Commissioners and elected officials. This position is responsible for coordinating critical activities and performing strategic and administrative functions in support of the County Manager while maintaining continuous communication with them. The role involves handling a high volume of confidential and sensitive information, requiring discretion and the ability to maintain strict confidentiality.

Job Description

DUTIES AND RESPONSIBILITIES

- Oversees operations of the County Manager's Office and related services, ensuring effective communication with key stakeholders and staff.
- Identifies opportunities to improve service delivery, internal processes, and collaborates with management to implement changes.
- Leads the development and execution of strategies and objectives to support organizational goals.
- Participates in planning and evaluating business goals, long-term objectives, budgets, and policies.
- Monitors trends that impact services and recommend improvements.

- Oversees legislative and administrative tasks, ensuring deadlines are met and staff receive proper training and support.
- Supports budget development and management, monitors expenditures, and recommends adjustments as needed.
- Manages the County Manager's Office budget, focusing on performance metrics and regulatory compliance.
- Leads or assists with special projects as directed by the County Manager.
- Collaborates with Deputy County Managers on initiatives affecting their divisions.
- Serves as a liaison between the County Manager and Deputy County Managers to ensure follow-up on key action items.
- Develops and implements policies and guidelines aligned with organizational and regulatory requirements.
- Represents the County Manager at presentations, meetings, and public engagements as needed.
- Coordinates cross-departmental projects to promote collaboration and efficiency.
- Prepares reports and analyses to support executive decision-making.
- Fosters positive working relationships across the organization and with external stakeholders.
- Promotes staff development and a collaborative, result-driven work environment.
- Manages multiple priorities effectively to ensure timely completion of tasks.
- Coordinates interdepartmental efforts to support smooth operations and efficient service delivery.
- Interfaces comfortably with senior officials and community members.
- Performs related duties to support the mission and goals of Bernalillo County Government.
- Serves on committees, task forces, evaluation groups, and negotiation teams as assigned.
- Maintains confidentiality when handling sensitive records, documents, plans, or decisions.
- ***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, Business Administration, or a related field.
- Ten (10) years of work experience in general management or project management.
- Four (4) years of experience in a managerial position.

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

SUPPLEMENTAL INFORMATION

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.