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Code Enforcement Coordinator

JOB CODE	JOB FAMILY	PROFILE
JCV508	**Planning, Development & Protection**	**Code Enforcement Coordinator**
PAY TYPE	**PAY RANGE**	**REVISION DATE**
Salary	**$47,445.00 - $74,901.00**	**March 17, 2026**

The Code Enforcement Coordinator supports and coordinates the County's code enforcement efforts related to nuisance abatement. Under the general direction of the department director, the position oversees interdepartmental efforts to assess, document, and correct nuisance properties. This role involves collaboration with multiple County departments, public agencies, and the public to ensure effective and lawful enforcement of applicable ordinances and regulations.

Job Description

DUTIES AND RESPONSIBILITIES

- Coordinates the activities of County departments involved in the identification, investigation, and abatement of nuisance properties.
- Assists with initial inspections of problem properties; evaluate conditions and determine appropriate enforcement mechanisms.
- Collaborates with staff from departments such as Building, Zoning, Environmental Health, Public Works, Animal Control, Sheriff's Office, Housing, and the County Attorney to specify and enforce corrective actions based on County codes and ordinances.
- Maintains detailed records of enforcement efforts, including reports, photographs, comments, and documents entered into the County's computerized land use and permitting database.

- Researches property ownership records; initiate contact with property owners to communicate violations and required corrective actions.
- Coordinates the preparation of criminal complaints and other legal documents related to enforcement actions.
- Leads regular interdepartmental meetings to review progress on active cases and initiate new enforcement projects.
- Reviews existing policies and ordinances related to nuisance abatement and recommend updates to improve enforcement and address community needs.
- Serves as an expert witness in court proceedings involving nuisance abatement and code enforcement cases.
- Attends public or community meetings to provide information, respond to questions, and report on code enforcement activities.
- Coordinates special projects and perform other related duties as assigned.
- ***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 Architecture, Engineering, Planning, Public/Business Administration or a related field.
- Two (2) years of experience in a professional capacity involving building, zoning or land use regulation, inspection or administration.
- Two (2) years working in a project management capacity.

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

SUPPLEMENTAL INFORMATION

ADDITIONAL REQUIREMENTS

Candidate must be currently certified by International Code Council as Property Maintenance and Housing Inspector or be able to obtain certification within twelve (12) months of employment.

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 both indoors and outdoors.
- Indoor duties are performed in both temperature controlled and non-temperature-controlled environments.
- Worker is exposed to natural weather conditions, which may be severe, while performing outdoors duties.
- Indoor duties are performed on even surfaces, which may be carpet, tile, or concrete, and may be either wet or dry.
- Outdoor duties may be either wet or dry.
- Outdoor duties may be performed on even or uneven surfaces, which may be wet or dry.
- Outdoor duties may be performed on surfaces such as concrete, asphalt, natural ground, ice, snow, gravel, or shingled roofs.
- Stairs, ladders, and scaffolding are used in the performance of outdoor duties.
- Worker may be exposed to fumes, odors, dust, mists, gases and poor ventilation in performance of essential duties
- Work hazards, or potential hazards, include working in heights and around active construction sites and scaffolding.
- Other hazards include exposure to unrestrained animals.

EQUIPMENT, TOOLS, AND MATERIALS

- Materials handled include the forms of paperwork discussed in the preceding sections.
- Equipment typically used in the performance of office duties includes telephone, computer, printer, copy machine, and specialized drafting tools.
- Basic office supplies such as staplers, pens, and pencils are used in carrying out essential job duties.
- County vehicle is used on an as needed basis.