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Administration Manager

JOB CODE	JOB FAMILY	PROFILE
JCM201	**Business Services & Support**	**Administration Manager**
PAY TYPE	**PAY RANGE**	**REVISION DATE**
Salary	**$61,339.00 - $96,866.00**	**October 28, 2026**

The Administration Manager manages and oversees assigned office staff and resources through coordination of tasks, scheduling, and prioritization of assignments. Oversees administrative, budgetary, financial and customer services functions; responsible for managing, planning and coordination of resources of the specific operational areas. May coordinate with other departments, outside agencies, vendors and the public. Develops and establishes policies and procedures to maximize efficiency. Supervises staff to include hire, evaluations, training and administer disciplinary actions as needed.

FUNCTIONAL AREA

METROPOLITAN DETENTION CENTER

The Operations Manager oversees and supervises Special Projects and the Recruitment Staff at the Metropolitan Detention Center (MDC). Coordinates and oversees special projects and the recruitment of both Security and Non-Security staff at MDC; spending within the Recruitment Budget; planning and coordination of resources for Special Projects; Recruitment Events; and Recruitment Advertising. Provides highly responsible and complex assistance to the Warden.

Job Description

DUTIES AND RESPONSIBILITIES

- Oversees the overall direction of day-to-day operations in the assigned area, including management and supervision of personnel, staffing, hiring recommendations/decisions, training, assigning and evaluating work and administering disciplinary actions as needed.

- May plan, develop, implement, and administer the department's fiscal policies, including compliance monitoring, procurement regulations, and internal/external audits.
- May prepare monthly financial statements including reconciliation of all bank accounts and fund accounts for any programs funded by department. Audits daily financial transactions and ensures daily financial deposits are completed.
- Assists assigned supervisor in the development, justification and administration of the department's overall annual operating budget; provides data and forecasts additional funds needed for staffing, equipment, materials, travel and supplies; monitors expenditures and approvals, acts as a grant liaison.
- May oversee payroll functions to include timekeeping and may act as travel liaison for the department. Prepares, tracks, and reconciles all travel requests and completed travel.
- Reviews reports and recordkeeping activities filed by assigned personnel for completeness, accuracy, adherence to laws, ordinances, regulations, and codes, as well as policy and procedure guidelines.
- Performs duties of lower-level classifications as needed during emergent situations to ensure adequate coverage and customer service.
- Incumbent(s) in this classification may handle sensitive and/or confidential records, plans, documents, or decisions that require maintaining confidentiality of sensitive information.
- ***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.***

FUNCTIONAL AREAS

METROPOLITAN DETENTION CENTER

- Oversees overall direction for the day-to-day operations in the administrative section to include management and supervision of personnel, staffing, hiring recommendations/decisions, training, assigning, and evaluating work and administering disciplinary actions as needed.
- Has direct oversight of the recruitment process for MDC which includes recruiting and/or assigning the recruiting function to staff to screen applicants via Community Outreach programs, Job Fairs, and other recruiting methods. Research different avenues of recruitment.
- Ensures staff are conducting criminal background and reference checks on applicants. Assigns and directs subordinates and/or staff to perform pre-employment and intake process of applicants.
- Uses data analysis techniques to track MDC performance measures related to employee staffing, retention, and turnover.
- Develops staffing policies and procedures to ensure compliance and alignment with American Correctional Association (ACA) guidelines, Prison Rape Elimination Act (PREA) standards, state and federal regulations and internal policies.
- Coordination of the Modified/Light Duty program.
- Manages and coordinates special projects, to ensure completion while adhering to set timeframes.

- Responsible for conducting administrative and research studies on a wide range of subjects as assigned, affecting the administration and operation of the department.
- Assists constituents with concerns and will coordinate process improvement initiatives, make referrals to the appropriate department, office or entity and work together with other county departments and/or outside agencies for resolution.
- Identifies suitable areas of strategic improvement, develops plans to initiate improvements, coordinates implementation of those plans and monitors and reports on results.
- Responds to routine inquiries for information.
- May serve as the liaison between the various Department(s).
- Performs duties of lower-level classifications, as needed in emergent situations, to provide adequate coverage and customer service.
- Incumbent(s) in this classification may handle sensitive and/or confidential records, plans, documents, or decisions that require maintaining confidentiality of sensitive information.
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PARKS, RECREATION AND OPEN SPACE

- Oversees overall direction for the day-to-day operations in the Parks, Recreation & Open Spaces Administrative section to include management and supervision of personnel, staffing, hiring recommendations/decisions, training, assigning and evaluating work and administering disciplinary actions as needed.
- Plans, develops, implements, and administers the department's fiscal policies; to include compliance monitoring, procurement regulations and audit internal/external activities.
- Prepares monthly financial statements including reconciliation of all bank accounts and fund accounts for any programs funded at Department of Parks & Recreation. Audits daily financial transactions and ensures daily financial deposits are completed.
- Assists the Director in the development, justification, and administration of the department's overall annual operating budget; provides data and forecasts additional funds needed for staffing, equipment, materials, travel and supplies; monitors expenditures and approvals, acts as grant liaison.
- Oversees time-keeping functions and acts as a travel liaison for the department. Prepares, tracks, and reconciles all travel requests and completed travel.
- Serves as the primary liaison between the Information Technology Department and the Bernalillo County Parks, Recreation & Open Spaces Department.
- Reviews reports and recordkeeping activities filed by assigned personnel for completeness, accuracy, adherence to laws, ordinances, regulations and codes, as well as policy and procedure guidelines.
- In the absence of the Director, may supervise and monitor a variety of activities at the Parks, Recreation & Open Space Department resource center performed by other sections. May participate in labor negotiations.

- Promotes safety and OSHA requirements in the workplace; responsible for SDS reporting and coordinates with Risk Management to ensure compliance with safety requirements and the utilization of best practices in the workplace.
- Performs duties of lower-level classifications, as needed in emergent situations, to provide adequate coverage and customer service.
- Incumbent(s) in this classification may handle sensitive and/or confidential records, plans, documents, or decisions that require maintaining confidentiality of sensitive information.
- ***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.***

ANIMAL CARE

- Oversees overall direction for the day-to-day operations in the Animal Administrative section to include management and supervision of personnel, staffing, hiring recommendations/decisions, training, assigning and evaluating work and administering disciplinary actions as needed.
- Plans, develops, implements and administers the department's fiscal policies; to include compliance monitoring, procurement regulations and audit internal/external activities.
- Prepares monthly financial statements including reconciliation of all bank accounts, fund accounts for any programs funded at BCACS. Audits daily financial transactions and ensures daily financial deposits are completed.
- Assists the Director in the development, justification and administration of the department's overall annual operating budget; provides data and forecasts additional funds needed for staffing, equipment, materials, travel and supplies; monitors expenditures and approvals, acts as grant liaison.
- Maintains transfer animal records for payment of invoices to contracting agencies and maintains the spay and neuter assistance program records for the payment of invoices to vendors, tracks progress of program, and files quarterly reports.
- Oversees time-keeping functions and acts as travel liaison for the department. Prepares, tracks, and reconciles all travel requests and completed travel.
- Serves as the primary liaison between the Information Technology Department and the Bernalillo County Animal Care Services Department.
- Oversees and manages customer services at BCACS for all customers, general public, other agencies, or volunteers inquiring information about BCACS programs and ensures assistance is provided with paperwork for receiving, releasing, and adoption of animals.
- Reviews reports and recordkeeping activities filed by assigned personnel for completeness, accuracy, adherence to laws, ordinances, regulations and codes, as well as policy and procedure guidelines.
- Responds to and resolves citizen complaints concerning functions of administrative section staff at the BCACS Resource Center.

- In the absence of the Director, may supervise and monitor a variety of activities at the BCACS resource center performed by other sections. May participate in labor negotiations.
- Promotes safety and OSHA requirements in the workplace; responsible for SDS reporting and coordinates with Risk Management to ensure compliance with safety requirements and the utilization of best practices in the workplace.
- Performs duties of lower-level classifications, as needed in emergent situations, to provide adequate coverage and customer service.
- Incumbent(s) in this classification may handle sensitive and/or confidential records, plans, documents, or decisions that require maintaining confidentiality of sensitive information.
- ***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.***

PLANNING AND DEVELOPMENT SERVICES

- Oversees overall direction for the day-to-day operations in the Planning & Development Administrative section to include management and supervision of personnel, staffing, hiring recommendations/decisions, training, assigning and evaluating work and administering disciplinary actions as needed.
- Plans, develops, implements, and administers the department's fiscal policies; to include compliance monitoring, procurement regulations and audit internal/external activities.
- Prepares monthly financial statements including reconciliation of all bank accounts, fund accounts for any programs funded at PDS. Audits daily financial transactions and ensures daily financial deposits are completed.
- Assists the Director in the development, justification, and administration of the department's overall annual operating budget; provides data and forecasts additional funds needed for staffing, equipment, materials, travel and supplies; monitors expenditures and approvals, acts as grant liaison.
- Performs grant accounting duties; sets up the grant within the financial management system; monitors expenditures to ensure compliance with grant agreement; gathers operational and milestone data; requests reimbursement; submits reports in accordance with the grant requirements; maintains fiscal records; balances appropriations and expenditures; closes out grant upon completion.
- Oversees time-keeping functions and acts as travel liaison for the department. Prepares, tracks, and reconciles all travel requests and completed travel.
- Requests, monitors and reconciles all credit cards for administrative staff and travelers.
- Reviews and analyzes appropriation expenditures reports for transactional activity; verifies funding; initiates line-item transfers as necessary.
- Initiates and approves journal entries into the general ledger; gathers, verifies, and analyzes information with respect to the transaction prior to approval.
- Reviews reports and recordkeeping activities filed by assigned personnel for completeness, accuracy, adherence to laws, ordinances, regulations and codes, as well as policy and procedure guidelines.

- Schedules and facilitates program annual budget review and quarterly budget review meetings for assigned department.
- Processes all vacant requisitions, reclass, and hiring requests for different sections at PDS.
- Responds to and resolves citizen complaints concerning functions of administrative section staff at the PDS Resource Center.
- In the absence of the Director, may supervise and monitor a variety of activities at the PDS resource center performed by other sections. May participate in labor negotiations.
- Promotes safety and OSHA requirements in the workplace; responsible for SDS reporting and coordinates with Risk Management to ensure compliance with safety requirements and the utilization of best practices in the workplace.
- Performs duties of lower-level classifications, as needed in emergent situations, to provide adequate coverage and customer service.
- Incumbent(s) in this classification may handle sensitive and/or confidential records, plans, documents, or decisions that require maintaining confidentiality of sensitive information.
- ***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.***

HEALTH AND PUBLIC SAFETY

- Oversees overall direction for the day-to-day operations in the Health and Public Safety Division Support Administrative section to include management and supervision of personnel, staffing, hiring recommendations/decisions, training, assigning and evaluating work and administering disciplinary actions as needed.
- Plans, develops, implements, and administers the department's fiscal policies; to include compliance monitoring, procurement regulations and audit internal/external activities.
- Assists the Deputy County Manager in the development, justification, and administration of the department's overall annual operating budget; provides data and forecasts additional funds needed for staffing, equipment, materials, travel and supplies; monitors expenditures and approvals.
- Oversees time-keeping functions and acts as a travel liaison for the department. Prepares, tracks, and reconciles all travel requests and completed travel.
- Serves as the primary liaison between the Information Technology Department and the Health and Public Safety Division Support Department.
- Reviews reports, contracts, and recordkeeping activities filed by assigned personnel for completeness, accuracy, adherence to laws, ordinances, regulations and codes, as well as policy and procedure guidelines.
- In the absence of the Deputy County Manager, may supervise and monitor a variety of activities within the Health and Public Safety Division Support Department. May participate in Union negotiations.

- Performs duties of lower-level classifications, as needed in emergency situations, to provide adequate coverage.
- Incumbent(s) in this classification may handle sensitive and/or confidential records, plans, documents, or decisions that require maintaining confidentiality of sensitive information.
- ***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

- High School Diploma or GED
- Seven (7) years of work experience in professional program management, social services, or health care.
- One (1) year of experience in a supervisory role.

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 medical examination and background investigation.
- Compliance with the safety guidelines of the County.
- Completion of FEMA training(s) as assigned to the position.
- Completion of required supervisory training courses, if applicable.
- Depending on assignment, some positions in this classification may require possession of a valid New Mexico driver's license by employment date and maintain while employed in this position.

WORKING CONDITIONS

- Most essential duties are performed indoors in a temperature-controlled environment.
- Indoor working surface is even and may be carpeted or tiled.
- Indoor surfaces are typically dry and may involve the use of stairs.
- Works alone primarily, with or without directions.
- Works with a group at times and with a select team at times.
- Depending on area, worker may be exposed to animals, aggressive animals, animal bites, disease, odors, animal dander, animal byproducts and chemicals.

- Worker may be required to be on-call as necessary.

EQUIPMENT, TOOLS, AND MATERIALS

- Equipment typically used to perform administrative duties include the telephone, computer, telefax machine, photocopy machine, and scanner.
- Materials and products typically handled in the performance of administrative duties include a wide variety of forms and paperwork, reports, various writing utensils and a wide assortment of other basic office supplies and materials.
- Upon assignment, may drive county vehicle.