Human Resources
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Code Enforcement Manager (Zoning)

JOB CODE	JOB FAMILY	PROFILE
JCM346	**Planning, Development & Protection**	**Code Enforcement Manager (Zoning)**
PAY TYPE	**PAY RANGE**	**REVISION DATE**
Salary	**$69,451.00 - $109,720.00**	**January 26, 2026**

The Code Enforcement Manager (Zoning) ensures compliance with the County Zoning Ordinance. Advises the public regarding the ordinance and completes application forms. Supervises work reports and procedures of zoning inspectors. Instructs zoning and building inspectors on procedures necessary to enforce zoning regulations. Discusses zoning regulations and policies with the public. Reviews all new applications for completion, accuracy, and compliance with zoning requirements. Employee supervision includes hire selection, training oversight, performance assessment, coaching, disciplinary actions, and terminations.

Job Description

DUTIES AND RESPONSIBILITIES

- Serves as division lead for zoning enforcement operations, ensuring consistent application of zoning codes, ordinances, and sector plans across the County.
- Supervises the work reports and procedures of zoning inspectors.
- Instructs zoning and building inspectors on procedures necessary to enforce zoning regulations.
- Discusses zoning regulations and policies with the public.
- Reviews, approves, or denies zoning-related permits, platting actions, and development applications across multiple permit types.
- Prepares correspondence to property or business owners and the County Attorney regarding Zoning Ordinance violations.

- Assists County planning staff in reviewing development plans, preparing comments for planning and zoning cases, and proposing amendments to the Zoning Ordinance.
- Ensures timely completion of public information requests and oversees annual and bi-annual zoning enforcement initiatives, compliance projects, and community clean-up events.
- Holds quarterly meetings with the director and zoning inspectors to communicate new policies and procedures and review current zoning enforcement issues.
- Coordinates the department's work in issuing business licenses, home occupation permits, street addresses, and related matters. Assists planning staff with review of subdivision applications through the County Development Review Authority.
- Assists the Zoning Administrator in reviewing submittals and conducting hearings on zoning applications.
- Represents the zoning division in interdepartmental, public, and commission-level meetings as required.
- Handles sensitive and/or confidential records, plans, documents, or decisions and maintains confidentiality as required.
- ***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 Community Planning, Construction Management, Public Administration, or related field.
- Six (6) years of work experience in supervision of work reports and procedures of zoning inspectors, instruction of zoning and building inspectors concerning procedures necessary for enforcement of the zoning regulations.
- Two (2) years in supervisory role.
- **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.*

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.
- Possess and maintain a valid New Mexico driver's license.
- Completion of FEMA training(s) as assigned to the position.

WORKING CONDITIONS

- Employee performs essential job duties indoors in a climate-controlled environment.
- Primary work surface is an even, dry, carpeted or tiled floor.
- Employee primarily works alone, with or without direction, and occasionally works with a group or select team.

EQUIPMENT, TOOLS, AND MATERIALS

- Employee uses a telephone, typewriter, calculator, computer, fax machine, and copy machine to perform essential job duties.
- Employee handles various forms of paperwork and money as part of essential job duties.