Human Resources
505.468.1500
415 Silver, 5th Floor
Albuquerque, New Mexico 87102
HR@bernco.gov
www.bernco.gov

Commission Coordinator

JOB CODE	JOB FAMILY	PROFILE
JCP353	**Business Services & Support**	**Commission Coordinator**
PAY TYPE	**PAY RANGE**	**REVISION DATE**
Salary	**$61,339.00 - $96,866.00**	**August 31, 2026**

The Commission Coordinator is responsible for coordinating and implementing the agenda process, and maintaining records of Bernalillo County Commission (BCC) actions in accordance with County policies and procedures. This position handles a high volume of confidential and sensitive information and requires the incumbent to secure and maintain confidentiality without any breach.

Job Description

DUTIES AND RESPONSIBILITIES

- Manages agenda item legislative activities, including training, developing procedures, and enforcing deadlines to meet state statutes. Plans, directs, coordinates, and reviews the work plan for legislative services; assigns work activities and projects; monitors workflow; and reviews and evaluates work products, methods, and procedures.
- Serves as Administrator and Project Manager for MinuteTraq (MT), the County's legislative management application, as well as the Agenda Portal and Agenda Group SharePoint site.
- Ensures meeting rooms for Bernalillo County Commission (BCC) and other official County meetings are properly scheduled, set up, and equipped with audio and video equipment, and appropriately staffed in accordance with the Open Meetings Act and BCC Rules of Procedure.
- Oversees the timely, thorough, and effective preparation and completion of administrative processes for BCC meetings in compliance with the Open Meetings Act and BCC Rules of Procedure. This includes preparing agendas by condensing and summarizing agenda letters; serving as a liaison between County departments, officials, boards, commissions, and the public; preparing public hearing and related notices; and managing

agenda calendars, packets, materials, and their distribution.

- Attends BCC meetings and provide administrative support, including recording actions, preparing action letters, minute orders, and/or minutes; coordinating the signing and distribution of official documents; filing minutes with the County Clerk’s Office; and publishing and distributing ordinances, resolutions, and contracts.
- Establishes and maintains the agenda planning process, including managing a rolling three-month calendar.
- Provides training and support for personnel involved in agenda item preparation; develops and distributes updates on agenda procedures and Administrative Instructions.
- Maintains effective and regular written and verbal communication with the Manager and staff; respond to correspondence related to the agenda process and board or committee matters.
- Designs, develops, manages, and maintains the Agenda Portal and Agenda Group SharePoint site by updating content, communicating process changes, and managing MinuteTraq updates. Collaborates with developers to enhance application functionality.
- Identifies and recommends improvements to service delivery methods and procedures; assesses resource needs; reviews findings with management; and implements approved improvements. Evaluates trends in legislative support and recommends strategies to enhance County services and responsiveness.
- Serves as liaison among the Commission, County Manager, Deputy County Managers, Chief Operating Officer, Department Directors, Elected Officials, and the public regarding the agenda process.
- Performs related duties to support the mission and goals of Bernalillo County Government.
- Serves on committees and task forces as assigned.
- Maintains records and files for all BCC-appointed boards and committees; prepares board and committee action reports; manages correspondence related to appointments, reappointments, and term expirations.
- Manages special projects, as assigned by the supervisor.
- Handles sensitive and confidential records, plans, documents, and decisions, ensuring strict confidentiality is maintained at all times.
- ***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, from an accredited institution, in public administration, business administration, or other related field(s).
- Five (5) years of professional experience in an administrative capacity, including experience in general management and/or project management.

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

SUPPLEMENTAL INFORMATION

PREFERENCES

- Master's Degree in a related field.

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

- Essential duties are performed indoors.
- Work schedule is not exclusively 8:00 a.m. to 5:00 p.m., as attendance at meetings is required and includes evening work hours.
- Duties are performed in a temperature-controlled environment.
- Duties are performed on an even surface, which may be carpeted or tiled. The working surface is typically dry.

EQUIPMENT, TOOLS, AND MATERIALS

- Equipment typically used to perform administrative duties includes the telephone, computer, terminal, computer printer, computer keyboard, typewriter, photocopy machine, fax machine, and calculator.
- Materials and products handled in the course of performing essential duties vary but may include files, forms, reports, various other paperwork, and a wide variety of basic office supplies.