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

Commission Liaison

JOB CODE	JOB FAMILY	PROFILE
JCP103	**Business Services & Support**	**Commission Liaison**
PAY TYPE	**PAY RANGE**	**REVISION DATE**
Salary	**$47,445.00 - $74,901.00**	**June 3, 2026**

The Commission Liaison supports the department's mission and objectives by providing high-level administrative and liaison support. This position assists staff at all levels with office coverage, file management, research, document review, and the creation of department documents such as policies, procedures, and operational guidelines. The role requires proficiency in Microsoft Word and Excel to prepare and manage reports and documents. The Commission Liaison coordinates key processes related to budget tracking, procurement, travel, and reporting. This position handles highly confidential and sensitive information and must maintain discretion and security of all such data. The Commission Liaison may supervise assigned administrative staff.

Job Description

DUTIES AND RESPONSIBILITIES

- Serves as liaison to the Commission Services Manager and Commission Assistants.
- Acts as backup to the Commission Services Manager, including supporting the agenda item process and attending Commissioner Board meetings as needed.
- Responds to routine inquiries and phone calls on behalf of the supervisor. Addresses more complex issues using delegated authority. Interacts with management, other departments, and the public to provide information and support.
- Assists in interpreting and issuing operating policies. Recommends and implements improvements to streamline workflow, increase efficiency, and control costs.
- Maintains official records and documents in both electronic and hard copy formats.

- Performs administrative liaison duties, including but not limited to: budget preparation, ERP/SAP training, procurement and contract support, purchasing, financial tracking and reporting, department travel coordination, and fleet management. Participates in County-wide initiatives and provides training to departmental staff as needed.
- Reviews and analyzes accounting records and fiscal activities to ensure accuracy and compliance with applicable policies and regulations.
- Verifies financial transactions to confirm proper cost center charges and adherence to the approved budget.
- Initiates journal entries in the general ledger and validate supporting information before approval.
- Reviews appropriation and expenditure reports; verifies funding and initiates line-item transfers when necessary.
- Monitors and analyzes budgets for departmental programs and projects. Performs accounting functions such as reconciliations, line-item transfers, journal entries, and purchases. Identifies and resolve discrepancies.
- Evaluates fiscal policies and procedures and recommends improvements to enhance operational efficiency and internal controls.
- Drafts responses to correspondence, conducts research, analyzes data, prepares reports, and manages special projects as assigned.
- Supervises and directs the work of clerical support staff and interns or work-study personnel as assigned.
- May exercise direct or lead supervision over lower-level clerical and technical staff.
- Serves as liaison between the assigned department and other County departments and service areas.
- ***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 Business Management, Business Administration, Public Administration, or a related field.
- One (1) year of related work experience.

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

SUPPLEMENTAL INFORMATION

ADDITIONAL REQUIREMENTS

Must possess excellent computer skills and background must reflect spreadsheet experience.

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

- Performs all essential duties in an indoor environment.
- Work schedule may include evening hours as attendance at meetings is required; schedule is not limited to standard business hours (8:00 a.m. to 5:00 p.m.).
- Works in a temperature-controlled setting.
- Duties are performed on dry, even surfaces such as carpet or tile flooring.
- Often works independently, with or without direct supervision.

EQUIPMENT, TOOLS, AND MATERIALS

- Regular use of office equipment such as a telephone, computer, printer, keyboard, photocopier, fax machine, and calculator.
- Handles materials including files, forms, reports, correspondence, and a variety of standard office supplies.