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

Commissioner

JOB CODE	JOB FAMILY	PROFILE
JCMM01	**Board of Commissioners**	**Commissioner**
PAY TYPE	**PAY RANGE**	**REVISION DATE**
Salary	**$155,750.00 - $233,633.00**	**February 23, 2026**

The Commissioner is an elected official responsible for representing the interests of county residents, overseeing county operations, and advocating for community needs. This role involves working with local, state, and federal agencies—as well as private and nonprofit organizations—to secure funding, policy support, and resources that benefit Bernalillo County and its residents.

Job Description

DUTIES AND RESPONSIBILITIES

- Develops and approves the annual county budget; allocates funds for programs, services, events, and capital projects.
- Oversees the construction, maintenance, and improvement of vital county infrastructure, including roads, bridges, and utilities.
- Monitors and guides the collection of property and sales taxes to support county services.
- Oversees county courts, jails, and correctional institutions, including resource allocation and policy development.
- Reviews competitive bids and authorizes contracts for public works, services, and county initiatives.
- Approves the acquisition of land, facilities, and other assets necessary for county operations.
- Hires and appoints personnel to county departments and boards, excluding elected positions.

- Enacts and adopts county ordinances, such as those related to public safety, fire prevention, land use, and environmental management (e.g., waste disposal).
- ***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

- Some pre-existing knowledge of government operations at the county level.
- A strong understanding of personnel management, county infrastructure, budgeting and local laws.

SUPPLEMENTAL INFORMATION

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

- Most duties are performed indoors in a temperature-controlled environment.
- Work schedule is not limited to standard business hours (8:00 a.m. – 5:00 p.m.).
- Attendance at evening meetings and events is required.
- Work is conducted on even surfaces, typically carpeted or tiled.
- Surfaces are generally dry.
- Employee frequently works independently, with or without direct supervision.

EQUIPMENT, TOOLS, AND MATERIALS

- Common office equipment used includes a telephone, computer, printer, and copy machine.
- Materials and products handled include files, forms, reports, various types of paperwork, and standard office supplies.