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

Community Center Manager

JOB CODE	JOB FAMILY	PROFILE
JCM222	**Community & Recreational Services**	**Community Center Manager**
PAY TYPE	**PAY RANGE**	**REVISION DATE**
Salary	**$61,339.00 - $96,866.00**	**July 23, 2026**

The Community Center Manager develops, organizes, implements, and evaluates a variety of community services and recreation programs, including special events and recreational activities. Assists recreation staff in all phases of program delivery at assigned sites. Monitors work activities to ensure compliance with established policies and procedures. Assists with classes, programs, and events for participants, including inclusive activities, and actively engages all participants at program sites. Establishes schedules and procedures to provide recreational services and facility use. Participates in basic first aid, cardiopulmonary resuscitation (CPR), and automated external defibrillator (AED) training. Supervises employees, including hiring, training, evaluating performance, coaching, and taking disciplinary or terminations.

Job Description

DUTIES AND RESPONSIBILITIES

- Manages all operational and program activities of a County Community Center facility.
- Develops and monitors the facility's annual budget; plans purchasing needs; develops facility maintenance and capital improvement plans.
- Selects, trains, supervises, and evaluates permanent, seasonal, contractual, and volunteer staff.
- Oversees the maintenance of the facility and its equipment.
- Maintains cooperative planning arrangements and working relationships with public and outside agencies.
- Develops and implements recreational, educational, and leisure programs for the public.

- Maintains records of program participation, cash collected, and other administrative and program-related activities.
- Prepares required reports and seasonal program schedules for the facility.
- Coordinates with area agencies for facility use and special events.
- Handles sensitive and/or confidential records, plans, documents, or decisions requiring discretion and confidentiality.
- *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 Recreation, Education, or a related field.
- Three (3) years of work experience in recreation, community service program management, program administration or facility management.
- One (1) year of supervisory experience.

*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 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

- All essential duties are performed both indoors and outdoors.
- Indoor duties are performed in a temperature-controlled environment on an even surface, which may be carpeted or tiled.
- Outdoor duties may expose the worker to natural weather conditions. Outdoor surfaces may include concrete, asphalt, ramps, natural ground, gravel, and stairs, and may be wet or dry.

- Work is primarily performed independently, with occasional tasks completed as part of a team.
- A County vehicle may be used as needed.

EQUIPMENT, TOOLS, AND MATERIALS

- Equipment typically used includes telephone, computer terminal, printer, keyboard, typewriter, photocopier, fax machine, and calculator.
- Materials handled include files, forms, reports, various paperwork, and a wide range of basic office supplies.
- A variety of sports equipment may be used when performing essential duties.

Additional Description

This job profile is classified as safety-sensitive. Employees with safety-sensitive job profiles are subject to pre-employment, reasonable suspicion, post-accident, return-to-duty, and random drug & alcohol testing in accordance with the organization’s Drug and Alcohol Testing Policy.

Duties that require a Commercial Driver’s License (CDL), firearm(s) use, or are otherwise regulated under the Federal Aviation Administration (FAA), Federal Motor Carrier Safety Administration (FMCSA), or the Omnibus Transportation Employee Testing Act, are subject to all applicable federal drug and alcohol testing requirements. Employees in these federally regulated positions must comply with all DOT testing procedures, including enrollment in a DOT-compliant random testing pool.