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Community Program Manager

JOB CODE	JOB FAMILY	PROFILE
JCM428	**Community & Recreational Services**	**Community Program Manager**
PAY TYPE	**PAY RANGE**	**REVISION DATE**
Salary	**$78,582.00 - $124,093.00**	**August 21, 2026**

The Community Program Manager oversees the planning, implementation, administration, and evaluation of behavioral health prevention, intervention, public health, and community-based programs. The position provides leadership and operational oversight for prevention, early intervention, crisis response, harm reduction, public education, and related initiatives; supervises assigned staff; administers grants and contracts; develops strategic partnerships; and ensures compliance with applicable federal, state, and local requirements. The Community Program Manager supports the Behavioral Health Authority's strategic priorities and advances community wellness through coordinated behavioral health services and programs.

Job Description

DUTIES AND RESPONSIBILITIES

- Develops, implements, and evaluates behavioral health prevention, intervention, harm reduction, crisis response, public education, and community wellness programs.
- Provides executive oversight of prevention and intervention programs and initiatives, ensuring operational effectiveness, regulatory compliance, strategic alignment, and achievement of desired community outcomes. Supervises assigned staff; assigns work, establishes priorities, evaluates performance, and supports employee development and succession planning.
- Develop strategic plans, annual work plans, performance measures, implementation strategies, and program objectives aligned with County and Behavioral Health Authority priorities.

- Provides oversight of the County Local DWI Program and other prevention and intervention initiatives funded through local, state, federal, and settlement funding sources.
- Ensures compliance with applicable federal, state, local, grant, contractual, licensing, and regulatory requirements.
- Develops, reviews, and updates policies, procedures, standards, operational guidelines, and best practices related to prevention and intervention services.
- Monitors program performance, evaluates outcomes, analyzes community needs and trends, and implements quality improvement initiatives.
- Develops and maintains collaborative partnerships with governmental agencies, healthcare providers, educational institutions, community organizations, advocacy groups, and other stakeholders.
- Represents the department before boards, committees, councils, community groups, governmental agencies, and public forums.
- Participates in budget development, fiscal planning, resource allocation, and oversight of program expenditures to ensure responsible stewardship of public resources.
- Oversees grant development, administration, reporting, contract compliance, and funding requirements for assigned programs and initiatives.
- Reviews and approves reports, presentations, agenda items, public information materials, and other documents prepared for executive leadership and governing bodies.
- Provides subject matter expertise regarding behavioral health prevention, intervention, public health, substance use, crisis response, and community-based services.
- Promotes trauma-responsive, culturally responsive, and equity-focused approaches throughout prevention and intervention programming and service delivery.
- Coordinates implementation of new programs, pilot projects, and system improvement initiatives.
- Performs special projects and other duties as assigned by department leadership.
- ***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 public administration, Public Health, Behavioral Health, Community Health, Criminal Justice, Social Services, Business, or a related field.
- Nine (9) years of progressively responsible experience in behavioral health, prevention, public health, community services, social services, grant-funded programs, program administration, or related fields.
- Two (2) years of supervisory or management experience.

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

PREFERRED QUALIFICATIONS

- Master’s degree in public health, Social Work, Public Administration, Behavioral Health, Community Health, Psychology, or related field.
- Experience working within behavioral health systems, public health systems, crisis response systems, prevention services, harm reduction programs, or community-based behavioral health initiatives.
- Experience with strategic planning, implementation science, quality improvement, grant management, contract administration, and data-driven program evaluation.
- Knowledge of behavioral health funding sources including Medicaid, state grants, federal grants, and opioid settlement funding.
- Experience managing or overseeing DFA-funded Local DWI Programs, substance use prevention initiatives, public health programs, or large grant-funded behavioral health systems.

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.
- Complete a caregiver criminal history screening, as required under the Caregivers Criminal History Screening Act (Sections 29-17-1 through 29-17-5 NMSA 1978), for all positions at the Bernalillo County Behavioral Health Authority. A conviction of a disqualifying offense may result in termination or disqualification from hire.

WORKING CONDITIONS

- Perform duties indoors in a temperature-controlled environment.
- Works on even, typically dry surfaces such as concrete, tile, or carpet.
- Collaborates with a select team, both independently and in group settings, sometimes without direct supervision.
- Travels throughout Bernalillo County to attend meetings, monitor programs, and participate in community engagement activities.
- May be required to work extended hours, evenings, or weekends.

EQUIPMENT, TOOLS, AND MATERIALS

- Use office equipment such as telephone, computer, copy machine, and calculator.
- Handles files, forms, reports, and a variety of general office supplies and paperwork.
- Utilizes first aid equipment, oxygen, fire extinguishers, and other safety equipment as needed.
- Operates a county vehicle as assigned.
- Handles a wide range of administrative materials including forms, reports, writing instruments, and other typical office supplies.