



Human Resources

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Community Program Manager

JOB CODE JCM428	JOB FAMILY Community & Recreational Services	PROFILE Community Program Manager
PAY TYPE Salary	PAY RANGE \$78,582.00 - \$124,093.00	REVISION DATE June 2, 2026

The Community Program Manager oversees the daily operations of community-based programs. Supervises and directs staff to ensure productivity, clinical quality, fiscal accountability, and full compliance with federal, state, and local policy guidelines.

Job Description

DUTIES AND RESPONSIBILITIES

- Researches, prepares, writes, submits, and manages grant programs based on County needs and priorities. Coordinates countywide grant applications and ensures compliance with federal, state, and other applicable guidelines.
- Supervises and directs contract and department staff and program activities. Assigns tasks, evaluates performance, defines objectives, and develops departmental guidelines and policies.
- Collaborates with the Department Director and management staff to develop and implement strategic plans.
- Oversees the preparation of agenda items and represents the department before internal and external bodies, including the Albuquerque Bernalillo County Government Commission and the County Commission.
- Oversees the development of reports for official records and public information. Prepares content for the department's website.
- Provides oversight and approval of fiscal impact analyses, cost/benefit evaluations, project and program reviews, and implementation of special projects assigned by the Director, Deputy County Manager of Health and

Public Safety, or Director of Behavioral Health Services. These may include systems reengineering, performance monitoring, contract compliance, customer surveys, strategic planning, quality improvement, and records management.

- Supports facility operations and fosters community collaborations. Maintains and strengthens relationships with neighborhood associations, tenant organizations, and the broader community.
- Ensures compliance with licensing and regulatory requirements from relevant agencies.
- Develops, reviews, and updates policies, procedures, rules, and regulations related to the operation of department programs and services.
- Serves as acting Director in the absence of the Director of Behavioral Health Services.
- Provides oversight of all community-based projects funded or operated by the department, including community outreach, DWI prevention/enforcement, harm reduction, and public health initiatives.
- ****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, Public Administration, Community Health or a related field.
 - Nine (9) years of directly applicable work experience in the area of project management in behavioral health services, and/or community social services programs and in grant-funded programs.
 - Two (2) years of experience working in a supervisory/management capacity.
- *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.
- 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

Services facility. A conviction of a disqualifying offense may result in termination or disqualification from hire.

WORKING CONDITIONS

- Performs 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.
- May be required to work extended hours.

EQUIPMENT, TOOLS, AND MATERIALS

- Uses 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.