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Community Program Supervisor

JOB CODE	JOB FAMILY	PROFILE
JCM130	**Community & Recreational Services**	**Community Program Supervisor**
PAY TYPE	**PAY RANGE**	**REVISION DATE**
Salary	**$54,018.00 - $85,363.00**	**June 29, 2026**

The Community Program Supervisor develops and manages programs, initiatives, and training related to behavioral health treatment services, in collaboration with various committees. Assists with program planning in adherence to city/county, state, and federal guidelines.

Functional Area

DWI PROGRAM

serves as the Bernalillo County Local DWI Program Coordinator and is responsible for the administration, coordination, implementation, and oversight of DFA Local DWI (LDWI) funded prevention, intervention, treatment, detoxification, alternative sentencing, and harm reduction programs within the Behavioral Health Authority Division.Oversees program planning, contract administration, compliance monitoring, data analysis, and performance accountability activities in accordance with county, state, and federal requirements. Facilitates collaboration among community stakeholders, service providers, and governmental agencies to support integrated behavioral health and substance abuse prevention initiatives.

Job Description

DUTIES AND RESPONSIBILITIES

- Administers special project functions, including preparation and evaluation of proposals and compliance monitoring; provides technical assistance for related projects.

- Provides oversight and assistance in managing program contracts, demographic data, and other administrative and programmatic information. Analyzes and summarizes data for fiscal, administrative, and programmatic purposes.
- Collaborates with departmental personnel on problem resolution and program management initiatives; responds to and resolves difficult and sensitive inquiries and complaints.
- Assists in the development and monitoring of strategic plans and performance improvement efforts; prepares and reports results.
- Develops and maintains effective data collection and records management systems, including metrics to measure, audit, and report on program objectives. Designs effective methods for analyzing, preparing, and presenting program reports and statistics for internal and external stakeholders.
- Facilitates and leads collaborative processes among diverse stakeholders to develop and coordinate a continuum of community-based programs.
- Coordinates, prepares, and evaluates program proposals; ensures compliance with federal, state, and county grant reporting requirements. Conducts and reports on compliance audits for program areas.
- Establishes and maintains effective partnerships with staff, behavioral health professionals, community service providers, and other stakeholders to ensure optimal program delivery.
- Analyzes proposed and pending local, state, and federal legislation; prepares program and fiscal impact reports and position papers related to behavioral health services.
- Serves as a department liaison and key point of contact. Coordinates internal and external workshops, delivers formal presentations, and participates in committees, conferences, task forces, and evaluation groups. Provides oversight and assistance in developing and implementing public health programs.
- Staffs or serves on committees, task forces, evaluation groups, and negotiating teams related to behavioral health and substance abuse treatment services.
- Maintains required program documentation.
- Provides support to direct care services as needed.
- Handles sensitive and/or confidential records, plans, documents, and 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.***

DWI PROGRAM

- Develops, implements, and monitors Local DWI funded prevention, intervention, treatment, and harm reduction programs in alignment with departmental strategic priorities and behavioral health initiatives.
- Coordinates program planning activities with internal departments, community partners, providers, schools, law enforcement agencies, courts, and prevention coalitions to support countywide behavioral health and substance abuse prevention efforts.

- Monitors program expenditures, reimbursement requests, and budget allocations to ensure compliance with approved DFA Local DWI funding requirements.
- Serves as the primary point of contact with the New Mexico Department of Finance and Administration (DFA) Local Government Division regarding Local DWI Program administration, grant compliance, reporting, and funding requests.
- Facilitates and collaborates with the DWI Coordinating Council in program development, annual planning activities, grant application preparation, and prioritization of strategies addressing alcohol-related harms.
- Coordinates development and implementation of the county's Local DWI strategic plan in collaboration with the DWI Planning Council.
- Oversees Local DWI program contracts, scopes of work, deliverables, and compliance requirements; monitors provider performance and adherence to applicable federal, state, county, and departmental standards.
- Coordinates and prepares quarterly, annual, and special reports for state and local agencies; ensures compliance with grant reporting requirements and fiscal accountability standards.
- Maintains effective data collection, reporting, and records management systems. Analyzes and interprets demographic, fiscal, operational, and performance data to support continuous improvement and strategic decision-making.
- Collaborates with quality management, fiscal, operational support, and direct care divisions to ensure program alignment with departmental policies, reporting standards, and performance measures.
- Oversees evidence-based prevention and public education initiatives targeting alcohol misuse, impaired driving, harm reduction, and community wellness.
- Monitors and evaluates program effectiveness through performance metrics, quality assurance activities, compliance reviews, and outcome reporting.
- Serves as the primary liaison for Local DWI programs with state agencies, community organizations, advisory boards, and internal stakeholders.
- Prepares and delivers presentations, reports, and program briefings for leadership, committees, community partners, and governmental entities.
- Participates in committees, task forces, advisory groups, and collaborative initiatives related to behavioral health, substance abuse prevention, and public health services.
- Responds to complex program inquiries, complaints, and sensitive issues involving providers, stakeholders, and members of the public.
- Provides supervision, guidance, coaching, and workload oversight for assigned staff.
- Maintains required program documentation and handles sensitive and/or confidential records, reports, plans, and decisions requiring discretion and confidentiality.

MINIMUM QUALIFICATIONS

- Bachelor's degree in Public Administration, Business Administration, Social Services or related field.

- Six (6) years of related work 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.
- In accordance with the Caregivers Criminal History Screening Act (Sections 29-17-1 through 29-17-5 NMSA 1978), new hires at the Bernalillo County Behavioral Health Services facility are required to complete caregiver criminal history screening. A conviction of a disqualifying condition is grounds for termination or may disqualify the applicant from employment.

WORKING CONDITIONS

- Work is performed indoors in a temperature-controlled environment.
- Work is performed on even, typically dry surfaces such as concrete, tile, or carpet.
- May work independently or as part of a team; occasionally may work with large groups of people.
- Required to work varying shifts, including day, swing, night, and/or weekends, to meet departmental needs.

EQUIPMENT, TOOLS, AND MATERIALS

- Equipment used may include telephone, cell phone, computer terminal, printer, keyboard, photocopier, fax machine, and calculator.