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

Community Services Assistant

JOB CODE	JOB FAMILY	PROFILE
JCV105	**Community & Recreational Services**	**Community Services Assistant**
PAY TYPE	**PAY RANGE**	**REVISION DATE**
Hourly	**$15.55 - $20.01**	**March 3, 2026**

The Community Services Assistant plans, organizes, and implements recreation and social service programs and activities at designated sites. This position monitors program sites, prepares daily reports, and analyzes participant and community needs to improve programming. The role also assists in developing partnerships with outside social service providers and participates in individual and group meetings, as needed.

Job Description

DUTIES AND RESPONSIBILITIES

FUNCTIONAL AREA

COMMUNITY PROGRAM ENHANCEMENT SPECIALIST

- Plans, organizes, and develops special events, programs, and activities.
- Collaborates with program committees and community groups to coordinate activities.
- Assesses participant and community needs to support program enhancements.
- Assists in building partnerships and agreements with external service providers.
- Participates in individual and group meetings as needed.
- Recruits volunteers to support program activities and community events.

- Communicates agency policies, programs, and services to individuals and groups.
- Assists in selecting program staff.
- Trains and supervises assigned staff.
- Prepares weekly, annual, and other required program reports.
- Provides transportation for program participants as needed.
- ***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.***

COMMUNITY SERVICES

- Ensures the health and safety of program participants and the delivery of services in accordance with program rules and regulations.
- Performs site setup, including cleaning, inspecting, and arranging service areas to meet health and safety standards.
- Delivers lunches and related supplies to designated County sites in compliance with program guidelines.
- Tracks and maintains service data; prepares daily reports using written and electronic formats.
- ***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

- High School Diploma, GED, or at least 18 years of age and enrolled in school.

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 indoors and outdoors.
- Indoors duties are performed in a temperature-controlled environment on an even surface, which may be carpeted or tile.
- Outdoor duties may expose worker to natural weather conditions. Outdoor duties are performed on surfaces that include sand, gravel, concrete, asphalt, ramps, natural ground, wood floors and tile, and stairs all of which may be wet or dry.
- Work is done primarily alone or with minimal direction and/or can be done with a select team at times.
- County vehicle is used on an as needed basis.
- Shift work is required with possible weekend work.

EQUIPMENT, TOOLS, AND MATERIALS

- May be required to handle food transport supplies or equipment as used in performance of essential work duties.
- Materials and supplies may be used in performance of maintenance duties may include cleaning supplies, rubber gloves, and trash liners.
- Equipment typically used in the performance of office duties includes telephone, computer terminal, computer printer, computer keyboard, typewriter, photocopy machine, fax machine and calculator.
- Materials and products handled in the course of performing essential duties include files, forms, reports, various other paperwork, and a wide variety of basic office supplies.
- A variety of sports equipment may be used in performance of essential duties.