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

County Manager

JOB CODE	JOB FAMILY	PROFILE
JCCM01	**Executive Management**	**County Manager**
PAY TYPE	**PAY RANGE**	**REVISION DATE**
Salary	**$0.00 - $0.00**	**August 6, 2026**

This County Manager is appointed by and reports to the Board of County Commissioners. The County Manager is responsible for overseeing the administration and operational services of county government. The County Manager ensures that all departmental activities comply with Bernalillo County goals and objectives, state and federal laws, and county policies and procedures.

Job Description

DUTIES AND RESPONSIBILITIES

- Oversees overall direction for the day-to-day operations in the Treasurer's Office to include management and supervision of personnel, staffing, hiring recommendations/decisions, training, assigning and evaluating work and administering disciplinary actions as needed.
- Plan, develop, implement and administer the department's fiscal policies; to include compliance monitoring, procurement regulations and audit internal/external activities.
- Assists the Treasurer and Deputy Treasurers in the development, justification and administration of the department's overall annual operating budget; provides data and forecasts additional funds needed for staffing, equipment, materials, travel and supplies; monitors expenditures and approvals.
- Oversees payroll functions to include timekeeping and as travel liaison for the department prepares, tracks and reconciles all travel requests and completed travel.
- Serve as the primary liaison between the Information Technology Department and the Bernalillo County Treasurer's Office.

- Reviews reports, and recordkeeping activities filed by assigned personnel for completeness, accuracy, adherence to laws, ordinances, regulations and codes, as well as policy and procedure guidelines.
- Responds to and resolves citizen complaints concerning functions of administrative section staff at the Treasurer's Office.
- Promotes safety and OSHA requirements in the workplace; responsible for SDS reporting and coordinates with Risk Management to ensure compliance with safety requirements and the utilization of best practices in the workplace.
- Performs duties of lower-level classifications, as needed in emergent situations, to provide adequate coverage and customer service.
- ***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 accounting, Finance, Business Management/Business Administration or closely related field.
- Five (5) years of experience in an administrative capacity.
- Three (3) years of experience in general office management, project management, program analysis, budgeting or finance.
- One (1) year of experience in a lead/supervisory role.

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

SUPPLEMENTAL INFOMATION

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

- Essential duties are mainly performed indoors in a temperature-controlled environment.

- Indoor working surface is even and may be carpeted or tiled.
- Indoor surfaces are typically dry and may involve the use of stairs.
- Works alone primarily, with or without directions.
- Works with a group at times and with a select team at times.
- Worker may be required to be on-call as necessary.

EQUIPMENT, TOOLS, AND MATERIALS

- Equipment typically used to perform administrative duties includes the telephone, computer, telefax machine, photocopy machine, and scanner.
- Materials and products typically handled in the performance of administrative duties include a wide variety of forms and paperwork, reports, various writing utensils and a wide assortment of other basic office supplies and materials.