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Criminal Justice Coordinating Council (CJCC) Coordinator

JOB CODE	JOB FAMILY	PROFILE
JCP405	**Correctional**	**Criminal Justice Coordinating Council (CJCC) Coordinator**
PAY TYPE	**PAY RANGE**	**REVISION DATE**
Salary	**$69,451.00 - $109,720.00**	**October 12, 2026**

The Criminal Justice Coordinating Council (CJCC) Coordinator provides systems planning in the adult justice system, coordinates CJCC stakeholders, committees, and workgroups to achieve identified goals and objectives, analyzes data and policy, manages long- and short-term projects of high complexity, collects and distributes information and reports to diverse audiences, and provides facilitation and administrative support to the CJCC. Works under the administrative oversight of the County Manager and performs under the direction of the Second Judicial District Criminal Justice Coordinating Council (CJCC) Executive Committee.

Job Description

DUTIES AND RESPONSIBILITIES

- Coordinates, prioritizes, evaluates, and reports on the progress of agreed-upon goals, objectives, and tasks that achieve the long- and short-range strategic priorities of the CJCC.
- Facilitates collaboration and communication between CJCC members and other governmental and non-governmental agencies, including but not limited to local elected officials, law enforcement, courts, prosecution, defense, probation, public health, community services, alcohol and drug treatment providers, and mental health service providers.
- Identifies opportunities and recommends adjustments in criminal justice policies, procedures, and programs to the CJCC, based on research, evidence-based practices, and state and federal laws.

- Develops and disseminates information to promote transparency and enhance public understanding of criminal justice programs, services, activities, regulations, objectives, and administrative proceedings to a broad audience, including the public, community groups, public agencies, and private organizations.
- Advances the development of key measures and assessment tools to track progress toward CJCC priorities and the overall performance of the system; engage stakeholders to establish baseline measures and set system and program performance targets.
- Promotes and advances the use of data across and between systems, including the sharing, governance, coordination, and integration of key data among relevant stakeholders.
- Identifies, applies for, and manages federal, state, and private grants.
- Utilizes various forms of traditional and social media to enhance participation, awareness, and outreach objectives.
- Produces regular reports on the CJCC and criminal justice system, including an annual CJCC report, and presents findings to diverse audiences, including government administrators, elected officials, and the public.
- Advances understanding of racial and ethnic disparities in the local criminal justice system and pursues meaningful avenues to expand inclusion of the community, especially communities of color, in decision-making.
- Administers and maintains the business of the CJCC, including preparation of an annual budget, curation of CJCC bylaws, reports, and other documents, orientation of new council members and stakeholders, and ongoing development of strategic direction for the CJCC.
- Serves as a lead to subordinate staff and interns, as needed.
- Performs other duties as assigned by the CJCC, CJCC Executive Committee, or the County Manager.
- ***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, Criminal Justice, Sociology, Social Work, Political Science, Law, or related field.
- Eight (8) years of related work experience pertaining to the purpose of the position.

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.

WORKING CONDITIONS

- Employee often will work alone or without the direction from a supervisor.
- Flexible work hours may be required.
- Work will be performed in an office setting.

EQUIPMENT, TOOLS, AND MATERIALS

- Equipment typically used to perform administrative duties includes the telephone, computer, telefax machine, photocopy machine, page, and two-way radio.
- May operate a county vehicle.
- 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.

Additional Description

This job profile is classified as **safety-sensitive**. Employees with safety-sensitive job profiles are subject to pre-employment, reasonable suspicion, post-accident, return-to-duty, and random drug & alcohol testing in accordance with the organization’s Drug and Alcohol Testing Policy.

Duties that require a **Commercial Driver’s License (CDL), firearm(s) use**, or are otherwise regulated under the **Federal Aviation Administration (FAA), Federal Motor Carrier Safety Administration (FMCSA), or the Omnibus Transportation Employee Testing Act**, are subject to all applicable federal drug and alcohol testing requirements. Employees in these federally regulated positions must comply with all DOT testing procedures, including enrollment in a DOT-compliant random testing pool.