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

Deputy Assessor (Operations)

JOB CODE	JOB FAMILY	PROFILE
JCCA03	**Executive Management**	**Deputy Assessor (Operations)**
PAY TYPE	**PAY RANGE**	**REVISION DATE**
Salary	**$155,750.00 - $233,633.00**	**March 25, 2026**

The Deputy Assessor (Operations) is the appointee of the County Assessor and reports to the County Assessor. The Deputy Assessor works in harmonious support of the operations programs and objectives of the County Assessor to accomplish the mission, statutory mandate, and operational goals of the County Assessor within the framework of established law and rule. The Deputy Assessor oversees operations related to data management, quality assurance standards, bond ratings, and compliance with organizational and constitutional exemptions. Employee supervision includes hiring, training, performance assessment, coaching, discipline, and termination.

Job Description

DUTIES AND RESPONSIBILITIES

- Manages and coordinates special projects, frequently involving senior administration of the Assessor's Office to completion, adhering to set timelines.
- Responsible for conducting administrative and research studies on a wide range of subjects as assigned, affecting the administration and operation of the Assessor's Office.
- Identifies suitable areas of strategic improvement, develops plans to initiate improvements, coordinates implementation of those plans and monitors and reports on results.
- Oversees the data management and integration efforts for complex urban land information systems, GIS databases and applications.
- Oversees the management of bond ratings information, compliance with Industrial Revenue Bonds, Metro Redevelopment Bonds, and non-governmental & affordable housing and constitutional exemptions.

- Oversees the management of quality control assurance initiatives, research, development and presentation of reports.
- Responds to routine inquiries. Receives and resolves complaints concerning assessment practices and conducts reviews and special studies as directed by the Chief Appraiser.
- Assists constituents with concerns and coordinates Assessor’s office process improvement initiatives, makes referrals to the appropriate department, office or entity and works together with other county departments and/or outside agencies for resolution. Works with and prepares written responses to taxpayers and other county departments and/or outside agencies to address inquiries concerning department operations and services.
- Manages department internal and external communications and public relations. Promotes the department and speaks to community groups about the department programs, activities, and services. Strengthens collaborative working relationships between external groups and Assessor office to accomplish organizational plans and initiatives.
- Conducts analysis of proposed and pending local, state, and federal legislation and develop program and fiscal impact reports and position papers.
- Prepares information for monthly and annual reports, ensures the maintenance of the updates of the office policy and procedures.
- Provides direction and leadership to the County Assessor's office in long range planning and strategic goals and ensures that the results are consistent with the County Assessor's office mission, goals, and objectives.
- Coordinates, works with and may supervise and direct the work of other professional and technical staff within the Assessor office and with outside groups.
- Incumbent(s) in this classification may handle sensitive and/or confidential records, plans, documents or decisions that require maintaining confidentiality of sensitive information.
- ***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 QUAIFICATIONS

- A bachelor’s degree in Public Administration, Business Administration, Economics, Systems, Engineering or related field.
- Nine (9) years of work experience in general management, project management, program analysis, budgeting, or finance
- Two (2) years in a management role.
- One (1) IAAO Course may substitute for one-year work experience.
- ***Any equivalent combination of related education and/or experience may be considered for the above requirements.***

SUPLEMENTAL 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.
- College transcripts and proof of New Mexico Property Tax Division Certified Appraiser's or equivalent certifications and IAAO Course completion certifications must be submitted with application.

WORKING CONDITIONS

- Duties are performed primarily indoors and occasionally outdoors.
- Indoor duties are performed in both temperature-controlled and non-temperature-controlled environments.
- Indoor duties are performed on even surfaces, which may be carpet, tile, or concrete, and may be either wet or dry.
- Worker may be exposed to fumes, odors, dust, mists, gases and poor ventilation in performance of outdoor duties.

EQUIPMENT, TOOLS, AND MATERIALS

- Worker uses a variety of office machines, including a computer, Xerox copiers, and other office machines, communication devices.
- County vehicles are used on an as needed basis.