Human Resources
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Deputy County Manager For Community Services

JOB CODE	JOB FAMILY	PROFILE
JCM905	**Executive Management**	**Deputy County Manager For Community Services**
PAY TYPE	**PAY RANGE**	**REVISION DATE**
Salary	**$155,750.00 - $233,633.00**	**March 25, 2026**

The Deputy County Manager for Community Services is responsible for overseeing and coordinating Parks and Recreation, Housing and Human Services, Building/Planning/Zoning, Economic Development and Cultural Services, Social Services, grants, and other community service functions required by Bernalillo County Government.

Job Description

DUTIES AND RESPONSIBILITIES

- Primarily responsible for long-range planning and coordination of Parks and Recreation, Housing and Human Services, Zoning and Planning, Economic Development, Social Services, grants, and other community service functions.
- Provides general supervision and direction to department managers of designated functions. Assists in developing policies governing the scope and direction of services.
- Represents the County Manager at Commission, board, committee, or staff meetings. Also represents the County Manager at intergovernmental or legislative meetings, administrative hearings, courts of law, and public meetings.
- Coordinates inter-agency meetings that impact areas of responsibility. Formulates policy, legislative, and budgetary recommendations for review and approval by the County Manager.

- Researches, reviews, and analyzes current governmental trends, legislation, human services needs and programs, funding resources, recreational programming trends, housing and community development issues, planning, zoning, public utilities, and land use as they affect Bernalillo County.
- Monitors housing and economic development programs, public hearings on land use and zoning, and recreational program administration to ensure compliance with all mandatory practices.
- Advises and assists the County Manager.
- Performs related duties as assigned to accomplish the mission and goals of Bernalillo County Government.
- Ensures the development, communication, training, and implementation of the Division's Emergency Operations Plan (EOP), including each department's response level and execution plan. Ensures all levels of staff receive proper training and communication. Assigns roles to lower management as needed. Directs and executes emergency management procedures for the Division to ensure the safety of all residents and employees.
- ***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, Business Administration, Urban Planning, Human Services Planning, Community Development or a related field.
- Twelve (12) years of directly related work experience.
- Four (4) years of experience working in a management capacity.
- Advanced degree in a related field may be substituted for one year of the required experience.

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

SUPPLEMENTAL INFORMATION

ADDITIONAL REQUIREMENTS

- Demonstrate knowledge of financial and management budgeting.
- Possess a broad understanding of governmental activities.
- Understand community services programs.
- Manage community and human resources programs effectively.
- Communicate clearly in English, both orally and in writing.

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

- Performs essential duties primarily indoors in a temperature-controlled environment.
- Works on an even, dry, carpeted, or tiled floor.
- Works independently most of the time; occasionally works with groups or teams.

EQUIPMENT, TOOLS, AND MATERIALS

- Equipment typically used in the performance of office duties includes telephone, computer, printer, and copy machine.
- Handles various forms of paperwork and office supplies in the course of daily tasks.