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# Deputy County Manager For General Services

| JOB CODE | JOB FAMILY | PROFILE |
|---|---|---|
| **JCM902** | **Executive Management** | **Deputy County Manager For General Services** |
| **PAY TYPE** | **PAY RANGE** | **REVISION DATE** |
| **Salary** | **$155,750.00 - $233,633.00** | **November 5, 2026** |

The Deputy County Manager for General Services oversees Risk Management, the Right of Way/Real Estate Section, Records Management, and Procurement and Business Services. The role is responsible for creating operational efficiencies and promoting cost savings throughout Bernalillo County government.

## Job Description

### DUTIES AND RESPONSIBILITIES

- Oversees and ensures the efficient operation of purchasing, business services, risk management, right of way/real estate, and records management functions.
- Provides general supervision and direction to department directors; assists in developing policies that govern the scope and direction of services provided.
- Researches, reviews, and analyze current governmental trends and legislation relevant to assigned areas of responsibility.
- Represents the County Manager at Commission meetings, board and committee meetings, staff briefings, intergovernmental or legislative meetings, administrative hearings, court proceedings, and public engagements.
- Coordinates inter-agency meetings that impact assigned functions; develops recommendations on policies, legislation, and budgetary issues for County Manager review and approval.
- Ensures compliance with all applicable ordinances, regulations, and professional standards in each functional area.

- Advises and assists the County Manager on issues related to assigned functions.
- Perform related duties to support the mission and goals of Bernalillo County government.
- Ensures the development, communication, training, and implementation of the division's Emergency Operations Plan (EOP), identifies departmental response levels and execution plans. Provides proper training, delegates roles to management, and leads emergency management procedures to ensure the safety of 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 Accounting, Finance, Public Administration, Business Administration, or a related field.
- Twelve (12) years of directly related work experience.
- Four (4) years of experience working in a management capacity.

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

## SUPPLEMENTAL INFORMATION

### ADDITIONAL REQUIREMENTS

- Demonstrates knowledge and experience in financial and management budgeting.
- Possesses broad understanding of governmental operations and procedures.
- Has expertise in purchasing, risk management, right of way/real estate, and records management programs.
- Effectively manages and promotes programs within assigned departments.
- Communicates clearly and professionally in both oral and written English.

## 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

- Work is performed primarily indoors in a temperature-controlled environment.
- Duties are performed on even, dry surfaces, such as carpet or tile.
- Works independently most of the time, with occasional group or team collaboration.

## EQUIPMENT, TOOLS, AND MATERIALS

- Equipment typically used in the performance of office duties includes telephone, computer, printer, and copy machine.
- Handles various documents, reports, and standard office supplies in the performance of duties.