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Deputy County Manager For Public Safety

JOB CODE	JOB FAMILY	PROFILE
JCM903	**Executive Management**	**Deputy County Manager For Public Safety**
PAY TYPE	**PAY RANGE**	**REVISION DATE**
Salary	**$155,750.00 - $233,633.00**	**October 15, 2026**

The Deputy County Manager for the Public Safety Division oversees and coordinates the Youth Services Center, Fire and Rescue, Animal Care Services, Emergency Communications, Emergency Management, and other County functions related to public safety.

Job Description

DUTIES AND RESPONSIBILITIES

- Primarily responsible for long-term planning and coordination of the County Fire Department, Emergency Medical Services (including special funds), Environmental Health programs, and the Youth Services Center.
- Provides general supervision and direction to department managers of designated functions. Assists in developing policies that govern the scope and direction of services provided.
- Represents the County Manager at Commission, board, committee, or staff meetings. Also represents the County Manager at intergovernmental or legislative meetings and meetings with the public. Acts as a liaison with the Bernalillo County Sheriff's Department to assist in the development of policies affecting the Youth Services Center, Fire and Rescue Services, or other related programs.
- Coordinates inter-agency meetings impacting assigned areas of responsibility. Formulates recommendations on policy, legislation, and budgetary impacts for review and approval by the County Manager.
- Researches, reviews, and analyzes current governmental trends, legislation, funding resources, health and safety standards, and helps develop County policies to ensure County practices meet or exceed national or

state standards.

- Represents the County Manager on general public safety matters as required.
- Oversees enforcement and adherence to applicable ordinances, regulations, and public safety standards required for each professional field, including relations with other governmental agencies, development of proposals for participation in federal and state-funded programs, and mandatory compliance practices.
- Oversees and assists in the planning and implementation of the Quarter Cent Committee’s development of strategies on behalf of Bernalillo County.
- Advises and assists the County Manager on public safety matters.
- Ensures the development, communication, training, and implementation of the Division’s Emergency Operations Plan (EOP), identifying each department's response level and execution plan. Ensures proper training and communication is provided to all levels of staff and that roles are delegated to lower management. Directs and executes Emergency Management Procedures to ensure the safety of residents and employees.
- Handles sensitive and/or confidential records, plans, documents, or decisions requiring confidentiality of 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 QUALIFICATIONS

- Bachelor's degree in Business Administration, Public Administration, Criminal Justice, Sociology, Psychology, Public Health 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

SCREENING AND COMPLIANCE

The offer of this Bernalillo County position requires compliance with the following:

- Successfully complete the 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

- Most essential duties are performed indoors.
- Most duties are performed in a temperature-controlled environment.
- Some duties are performed on an even surface, which may be carpeted or tiled. The working surface is typically dry. However, during emergency situations, the employee may work on uneven natural ground surfaces, asphalt, cement, stairs, ladders, or scaffolding.
- The worker often works alone both with and without directions from a supervisor. However, in emergency situations, the employee will work with a select team.
- Employee may work outdoors during emergency situations and/or fire activities.
- In emergency situations, the employee may be exposed to intermittent high noise levels, such as sirens, engines, and loudspeakers.
- Employee may be exposed to vibrations from vehicle rides and off-road travel on an intermittent basis.
- Employee may be exposed to hazards inherent in firefighting.

EQUIPMENT, TOOLS, AND MATERIALS

- Equipment typically used in the performance of office duties includes telephone, computer terminal, computer printer, computer keyboard, photocopy machine, fax machine, and calculator.
- Materials and products handled in the course of performing essential duties include files, forms, reports, and a variety of basic office supplies.
- In emergency situations, the employee may handle bandages, IV solutions, medication, oxygen, and other medical supplies as needed. Additionally, they may be exposed to pathogenic bodily fluids, high-pressure water, and fire retardant.