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# Deputy Director (Housing)

| JOB CODE | JOB FAMILY | PROFILE |
|---|---|---|
| **JCM522** | **Health and Social Services** | **Deputy Director (Housing)** |
| **PAY TYPE** | **PAY RANGE** | **REVISION DATE** |
| **Salary** | **$89,128.00 - $140,733.00** | **September 21, 2026** |

## HOUSING

The Deputy Director of Housing assists in planning, budgeting, programming, coordination, and evaluation of operations for Housing. Develops, recommends, and implements operating policies and programs to affect the efficient and effective operations of the section. Employee supervision includes hiring, selection, training oversight, performance assessment, coaching, disciplinary actions, and termination actions.

## HOUSING DEVELOPMENT

The Deputy Director of Housing Development leads the BernCo Builds Communities construction pipeline, overseeing the lifecycle of affordable and mixed-income housing projects from site selection and land acquisition through financing and completion. Manages coordination of key development milestones, including securing state and federal tax credits. Serves as the primary point of contact for private developers seeking to build within Bernalillo County, facilitating project development and ensuring alignment with County housing objectives.

# Job Description

## DUTIES AND RESPONSIBILITIES

### HOUSING

- Performs research on departmental concerns; gathers and analyzes data; prepares reports, white papers, policy documents, and correspondence; assists in the preparation and submission of grant applications,

requests for proposals, and related activities.

- Develops and maintains departmental systems, databases, records, and documentation; completes, types, copies, enters, and/or file standardizes documents; informs supervisor of policy and procedural activities.
- Interprets legislation, administrative orders, regulations, policies, and procedures.
- Acts as liaison with other business units, departments, developers, community stakeholders, consultants, and agencies to gather, analyze, and disseminate information.
- Assists with the details of long-range and short-term planning for housing units, strategic operations, and other business units as applicable.
- Researches, compiles, and reviews data collected for accuracy; provides analysis and recommendations.
- Coordinates the preparation of the one- and five-year housing plans; ensures that all housing activities align with the one- and five-year plans.
- Ensures all procurement activities of the housing program comply with applicable federal laws and regulations.
- Monitors the performance of all contractors and resolve any irregularities.
- Works with different agencies during annual audits of housing program activities and collaborates with teams in resolving audits and HUD management review findings.
- Oversees initiatives and department functions that promotes the success of operations and maintenance of Housing properties and directs personnel as necessary.
- Attends meetings or public hearings on behalf of the Department Director that impact the department in all functional areas.
- Assumes overall department responsibility in the absence of the Department Director.
- Handles 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.***

## HOUSING DEVELOPMENT

- Lead and coordinate affordable and mixed-income housing development projects from inception to completion.
- Support formation and management of public-private partnerships and joint ventures to increase development capacity.
- Identify federal, state, local, and philanthropic funding sources; assist with applications, submissions, and compliance.
- Conduct financial analysis to evaluate project feasibility, performance, and investment options.

- Provide strategic analysis and recommendations to senior leadership regarding housing initiatives and fiscal impacts.
- Oversee entitlement, zoning, and regulatory processes in collaboration with internal teams and external partners.
- Coordinate with legal, architectural, and construction professionals to ensure compliance and effective project execution.
- Work across internal departments to streamline permitting, approvals, and overall project delivery.
- Develop, implement, and maintain procedures aligned with County policies and regulatory requirements.
- Build and sustain relationships with developers, nonprofit organizations, community partners, and other stakeholders.
- Represent County housing programs in public meetings, community engagements, and stakeholder briefings.
- Prepare reports, presentations, and updates for senior leadership and governing bodies, including the County Commission.
- Monitor housing market data and emerging trends to support planning and strategic development efforts.
- Apply working knowledge of HUD programs - including Section 8, Family Self-Sufficiency (FSS), Homeownership, and VASH (Veteran Affairs Supportive Housing) - to support program implementation and compliance.
- *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

### HOUSING

- Bachelor’s degree in Business Administration, Public Administration, Social Work or a related field.
- Ten (10) years of work experience in a related field.
- Four (4) years of experience in a supervisory or managerial role.

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

## HOUSING DEVELOPMENT

- Bachelor’s degree in Business Administration, Management, Public Administration, Real Estate, Social Science or a related field.
- Ten (10) years of work experience involving operational management.
- Four (4) years in a managerial role.

***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

- All essential duties are performed indoors.
- Duties are performed in a temperature-controlled environment.
- Duties are performed on an even surface, which may be carpeted or tiled.
- Working surface is typically dry.
- Work is done primarily alone, with occasional collaboration with a select team.

## EQUIPMENT, TOOLS, AND MATERIALS

- Equipment typically used in the performance of office duties includes telephone, computer, printer, and copy machine.
- Materials and products handled in the course of performing essential duties include files, forms, reports, various other paperwork, and a wide variety of basic office supplies.