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

Deputy Director (Information Technology)

JOB CODE	JOB FAMILY	PROFILE
JCM605	**Information Technology**	**Deputy Director (Information Technology)**
PAY TYPE	**PAY RANGE**	**REVISION DATE**
Salary	**$104,998.00 - $162,760.00**	**March 25, 2026**

The Deputy Director (Information Technology) oversees all information technology applications, including application support, information security, programming, and development. Provides highly responsible and complex administrative support to the Chief Information Officer (CIO), including strategic planning, technical infrastructure planning, research and development, implementation, and review. Supervises staff through hire selection, training oversight, performance evaluation, coaching, discipline, and termination.

Job Description

DUTIES AND RESPONSIBILITIES

- Plan, develop, implement, and manage all information technology programs.
- Promote a culture of effective customer service among IT staff and maintain collaborative relationships with other departments.
- Develop and execute an information systems strategy and long-range technology plan in coordination with County leadership and the IT Governance Committee.
- Implement and enforce County information systems policies and procedures.
- Supervise and direct administrative activities, including work assignments, performance evaluations, objective-setting, and policy development.
- Participate in hiring and onboarding processes; make personnel recommendations; review and approve payroll records.

- Maintain hands-on involvement in daily operations to ensure timely and effective support for County information systems.
- Ensure security and protection of the County's technology infrastructure and data in accordance with policies and standards.
- Establish and maintain project control systems that adhere to budget and timeline constraints. Monitor ongoing expenditures and assist in annual budget development.
- Consults with department directors and designees to forecast and plan information systems needs and acquisitions.
- Support the CIO in evaluating departmental performance and identifying opportunities for operational improvements and new initiatives.
- Ensure timely updates to software systems across the County to provide cost-effective, business-aligned technology solutions.
- Initiate, review, and recommend projects aligned with County IT goals.
- Prepare agenda items and summary reports on financial and operational responsibilities.
- ***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 Computer Science, Management Information Systems, Business Administration, or a related field.
- Twelve (12) years of work experience in information technology, application development with enterprise level systems, or knowledge of principles, practices, and trends in information technology.
- Eight (8) 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

- Essential duties are performed indoors in a temperature-controlled environment.
- Work is conducted on an even, dry surface, typically carpeted or tiled.
- Duties are often performed independently, with or without direct supervision.

EQUIPMENT, TOOLS, AND MATERIALS

- Equipment typically used in the performance of office duties includes telephone, computer, printer, and copy machine.
- Materials handled include files, forms, reports, and various office supplies.