



Human Resources

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ABC Community School Partnership Manager

JOB CODE	JOB FAMILY	PROFILE
JCM301	Community & Recreational Services	ABC Community School Partnership Manager
PAY TYPE	PAY RANGE	REVISION DATE
Salary	\$69,451.00 - \$109,720.00	July 23, 2026

The ABC Community School Partnership Manager plans, manages, implements, and coordinates the Community School strategic framework. The Manager creates, develops, and maintains effective collegial leadership within elementary, middle, and post-secondary communities to garner support in targeted learning communities. The role provides technical assistance, expertise, and continuous coaching in assessment and evaluation, capacity building, community engagement, and integration of services. The Manager works with senior management teams representing city, county, and state officials. Supervises employees, including hiring, training oversight, performance assessment, coaching, and disciplinary or termination actions.

Job Description

DUTIES AND RESPONSIBILITIES

- Develops effective relationships with key stakeholders to facilitate strategic planning, measurement, and alignment of partnerships, programs, and systems.
- Supervises and monitors the day-to-day operations of ABC staff and contractors, including training, site visits, program support, and community school coordinator orientations.
- Maintains, updates, and implements departmental quality assurance procedures.
- Researches, accesses, and supports community school-related programs to foster continuous improvement and provide strategic input to principals, partners, and coordinators.

- Uses established forums and media to communicate and promote the objectives and accomplishments of the ABC Community School strategy.
- Measures participation, implementation, and outcomes related to the community school framework (pillars, standards, etc.).
- Tracks, monitors, and reports on budgets.
- Implements and oversees the annual assessment of the ABC community school strategy, including providing technical support for evaluation, review, research, and data analysis for fiscal, programmatic, and administrative purposes.
- Handles sensitive and confidential records, documents, and decisions while maintaining appropriate confidentiality.
- ****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 in Public Administration, Business Administration, Economics, Planning, Natural Resource Management, Social Sciences, or a related field.
 - Six (6) years of work experience in management, facilitative leadership with community-based organizations and educational institutions.
 - Two (2) years in a supervisory 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

- Most duties are performed indoors.

- Work typically takes place in a temperature-controlled environment.
- Work occurs on even surfaces such as carpet or tile, which are typically dry.

EQUIPMENT, TOOLS, AND MATERIALS

- Regularly uses standard office equipment, including a telephone, cell phone, computer, printer, keyboard, photocopier, fax machine, and calculator.
- Handles materials such as files, smartboards, markers, forms, reports, and various basic office supplies.