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Deputy Director (Parks, Recreation & Open Space)

JOB CODE	JOB FAMILY	PROFILE
JCM521	**Community & Recreational Services**	**Deputy Director (Parks, Recreation & Open Space)**
PAY TYPE	**PAY RANGE**	**REVISION DATE**
Salary	**$89,128.00 - $140,733.00**	**July 22, 2026**

The Deputy Director helps lead the vision, strategy, and ongoing development of parks, recreation, and open space services in Bernalillo County. This role plays a key part in supporting well-maintained public spaces, delivering programs and services, and creating opportunities that enhance the quality of life for residents. The department supports the places, programs, and experiences that serve the community and promote recreation, connection, and stewardship of public resources.

Job Description

DUTIES AND RESPONSIBILITIES

FUNCTIONAL AREA

- **Community Recreation Operations, Strategy & Program Innovation**
- Provide oversight and operational support for recreation service divisions including community centers, senior centers, aquatics, sports programming, open space, and special initiatives, ensuring alignment with departmental goals, service standards, and community needs.
- Ensure programs and facilities operate with consistent service standards, safety protocols, and program quality benchmarks.
- Develop and implement strategic program initiatives that respond to demographic trends, assess community needs, and department priorities

- Monitor the budget and assist with annual budget preparation and all personnel-related issues (e.g., interviewing, hiring, performance reviews) including program staff needs.
- Monitor program participation, service outcomes, and operational metrics to evaluate effectiveness and identify opportunities for expanded recreational access and engagement.
- Utilize data analytics, participation trends, community feedback, and performance metrics to guide program development, resource allocation, and service improvements across recreation divisions including community centers, senior centers, aquatics, and sports programs.
- Establish and maintain strategic partnerships with local municipalities, school districts, nonprofit organizations, cultural institutions, health organizations, and regional agencies to expand recreation services and community programming.
- Serve as a liaison with public, private, and governmental partners to coordinate collaborative programming, shared facility uses, grant initiatives, and community-based recreation efforts.
- Assist in the development and implementation of the department's strategic plan, performance measures, and long-range recreation service initiatives.
- Identify opportunities for program innovation, service expansion, and operational efficiencies through technology, partnerships, and best practices in public recreation management.
- Attend meetings or public hearings on behalf of the Department Director that impact the department in all functional areas.
- Assume overall department responsibility in the absence of the Department Director.
- Handle sensitive and/or confidential records, plans, documents, or decisions that require maintaining confidentiality of sensitive information.
- Review and monitor updates and additions to collective bargaining agreements, ordinances, regulations, and codes that directly affect the department.
- Review assigned program procedures and management controls; recommend changes to the director and implement procedures and/or policies as needed.
- Assist with coordinating interdepartmental committees to formulate and establish goals for the department.
- ***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.***

OPERATIONS AND MAINTENANCE

- Oversee the design, development, construction, contract administration, and management of county recreation/park facilities, including property acquisition.
- Comply with and enforce all Bernalillo County policies, Standard Operating Guidelines, Directives, Memos, and the Collective Bargaining Agreements as they relate to operations and maintenance for the PROS department (White Collar, Blue Collar, Foreman).

- Work in conjunction with private, public, and government agencies as a liaison for the Parks Recreation & Open Space Department regarding operations and maintenance.
- Establish measurable quality and quantity standards for maintenance unit supervisors, other subordinates, and measure performance against those standards.
- Analyze, identify, and recommend maintenance and project changes; schedule construction and maintenance projects; review and recommend changes to construction contract documents; initiate change orders, supplemental agreements, and correspondence; finalize construction and maintenance projects for reporting or certification.
- Coordinate with the department director and management staff to develop and implement the department's goals and plans.
- Identify areas for strategic improvement in departmental operations; develop plans to initiate improvements, oversee their implementation, and report results.
- Monitor the budget and assist with annual budget preparation and all personnel-related issues (e.g., interviewing, hiring, performance reviews) including manpower needs.
- Review assigned operations and maintenance procedures and management controls; recommend changes to the director and implement procedures and/or policies as needed.
- Assist with coordinating interdepartmental committees to formulate and establish goals for the department.
- Oversee initiatives and department functions that promote the success of operations and maintenance of PROS properties and direct personnel as necessary.
- Attend meetings or public hearings on behalf of the Department Director that impact the department in all functional areas.
- Assume overall department responsibility in the absence of the Department Director.
- Handle 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.***

PLANNING AND PROGRAM SERVICES

- Coordinate with the department director and management staff to develop and implement the department's goals and plans.
- Identify areas for strategic improvement in departmental operations; develop plans to initiate improvements, oversee their implementation, and report results.
- Monitor the budget and assist with annual budget preparation and all personnel-related issues (e.g., interviewing, hiring, performance reviews) including program staff needs.
- Possess experience, knowledge, and certifications in Emergency Management practices. Serve as the liaison for the department in all areas of Emergency Readiness.

- Oversee the design, development, construction, contract administration, and management of county recreation/park facilities, including property acquisition.
- Analyze, identify, and recommend preventative maintenance for facilities; review and recommend changes to construction contract documents; initiate change orders, supplemental agreements, and correspondence; finalize construction and maintenance projects for reporting or certification.
- Review and monitor updates and additions to collective bargaining agreements, ordinances, regulations, and codes that directly affect the department.
- Review assigned program procedures and management controls; recommend changes to the director and implement procedures and/or policies as needed.
- Assist with coordinating interdepartmental committees to formulate and establish goals for the department.
- Work in conjunction with private, public, and government agencies as a liaison for the Parks and Recreation Department.
- Oversee initiatives and department functions as assigned and direct personnel as necessary.
- Attend meetings or public hearings, which impact the department, as assigned by the department director.
- Assume overall department responsibility in the absence of the Department Director.
- Handle 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.***
- General

MINIMUM QUALIFICATIONS

- Bachelor’s degree in Business Administration, Public Administration, Recreation, or a related field.
- Ten (10) years of work experience in parks and recreation administration, plus
- Four (4) years in a managerial role.

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

- Community Recreation Operations, Strategy & Program Innovation

MINIMUM QUALIFICATIONS

- Bachelors in Public Administration, Recreation Administration, Business Administration, Urban Planning, Community Development, or a related field.
- Ten (10) years of work experience in parks and recreation management, public sector operations, or community services.

- Four (4) years in a supervisory or managerial role.

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

SUPPLEMENTAL INFORMATION

PREFERENCES

- **Community Recreation Operations, Strategy & Program Innovation**
- Masters degree in related field

OPERATIONS AND MAINTENANCE

- Certifications for land management (e.g., journeyman Sprinkler, 3A 3B or 6B Public Applicators license, Certified in Backflow Prevention, CDL Class A).

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.
- The working surface is typically dry.
- Work is done primarily alone but can be done with a select team at times.

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.