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Deputy Director (Planning and Development Services)

JOB CODE	JOB FAMILY	PROFILE
JCM510	**Planning, Development & Protection**	**Deputy Director (Planning and Development Services)**
PAY TYPE	**PAY RANGE**	**REVISION DATE**
Salary	**$89,128.00 - $140,733.00**	**July 22, 2026**

The Deputy Director oversees planning and zoning activities, ensuring that new development and land use conform to all Bernalillo County policies, ordinances, and standards. This position advises the department director on operations and programs, responds to inquiries regarding major development projects and code application, and implements policies that promote efficiency, effectiveness, and excellent customer service.

Job Description

DUTIES AND RESPONSIBILITIES

- Manage current and long-range planning projects, including consultation with developers, engineers, and architects on development proposals, capital improvements, and open space initiatives.
- Provide staff support to resolve conflicts in the land use development and permit processes; explain and justify department programs and policies; resolve sensitive or controversial issues.
- Serve as liaison to Bernalillo County Economic Development on matters related to regional, current, and long-term zoning plans and building requirements.
- Oversee the processing of planning projects from initiation to completion, engaging with external stakeholders including developers, agencies, citizens, and community groups.
- Review and oversee the analysis of development plans and provide recommendations on commercial, industrial, and residential projects.

- Meet with developers, builders, realtors, and property owners to discuss and evaluate development proposals.
- Negotiate with developers on behalf of the County.
- Supervise and direct professional and administrative staff, including assigning tasks, evaluating performance, setting objectives, and recommending hires, terminations, and disciplinary actions.
- Review or draft legislation and ordinances, assess impacts, and provide recommendations to support County initiatives and updates to local policies.
- Supervise special projects and department functions, applying customer service principles and directing staff as needed.
- Conduct research and provide analysis on special projects.
- Prepare and present reports on community development and project status.
- Oversee section budget and assist with preparation of the department's annual budget and performance measures.
- Brief the County Commission on zoning, planning, and land use issues as required.
- Handle sensitive and confidential records, plans, and decisions in accordance with confidentiality standards.
- ***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 Planning, Business or Public Administration, Architecture, or a related field.
- Ten (10) years of work experience in planning, architecture, code enforcement, permitting, plan checking, or general project 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

- Primary duties are performed indoors in a temperature-controlled environment.
- Work is primarily conducted on even, dry, carpeted, or tiled flooring.
- Tasks may be performed independently, in group settings, or collaboratively with a designated team.

EQUIPMENT, TOOLS, AND MATERIALS

- Equipment typically used in the performance of office duties includes telephone, computer, printer, and copy machine.
- Paperwork and various administrative documents are handled routinely in the performance of essential duties.