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

Deputy Director (Procurement and Business Services)

JOB CODE	JOB FAMILY	PROFILE
JCM511	**Health and Social Services**	**Deputy Director (Procurement and Business Services)**
PAY TYPE	**PAY RANGE**	**REVISION DATE**
Salary	**$89,128.00 - $140,733.00**	**July 22, 2026**

The Deputy Director (Procurement and Business Services) oversees complex procurement and contract functions within the Purchasing Department. This role is responsible for reviewing and processing purchase requisitions, issuing purchase orders, maintaining procurement documentation, and ensuring compliance with applicable laws and policies. Additional duties include preparing procurement reports, managing certificates of insurance, and supporting departmental emergency operations planning.

Job Description

DUTIES AND RESPONSIBILITIES

- Perform complex procurement duties with significant monetary responsibility, primarily for assigned departments.
- Review, approve, and process purchase requisitions or related procurement documents within authorized monetary limits, ensuring accuracy, supporting documentation, and compliance with the New Mexico State Procurement Code.
- Train procurement liaisons and departmental staff on purchasing policies, processes, and procedures.
- Maintain and update automated procurement and contract tracking systems, vendor databases, and related manual or electronic files.
- Research vendor catalogs, brochures, and other sources to determine product and service availability.

- Digitally image, scan, and index procurement documents for proper recordkeeping.
- Assist in organizing and attending pre-bid and pre-proposal conferences, including site inspections.
- Support the development and maintenance of bids, proposals, and contracts; prepare related reports, correspondence, and participate in meetings as required.
- Obtain and manage certificates of insurance and W-9 forms for projects; conduct risk assessments for procurements within designated authority.
- Process and maintain the contract database, route contracts according to established policies and procedures.
- Support procurement professionals by researching market trends, conducting evaluations, and meeting with vendors to gather quotations or resolve procurement issues.
- Assist in the development, communication, training, and implementation of the department's Emergency Operations Plan (EOP); ensure all staff understand their roles, are trained, and can carry out assigned emergency procedures.
- ***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 accounting, Finance, business administration or a related field.
- Eight (8) years of related work experience in accounting, financial management, budgeting, and purchasing.
- 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

- Duties are primarily performed indoors in a temperature-controlled environment.
- Occasional outdoor work may be required, including participation in site inspections.
- Primary work surfaces include even, dry, carpeted, or tiled floors.
- May work independently under general direction but also collaborates with teams or workgroups.
- Work is primarily sedentary, with the flexibility to stand or walk as needed.
- Regular use of hands and fingers is required for computers, phone, and paperwork tasks.
- Must be able to lift and carry standard office items such as files and paperwork.

EQUIPMENT, TOOLS, AND MATERIALS

- Equipment typically used in the performance of office duties includes telephone, computer, printer, and copy machine.
- Handles various forms of paperwork, procurement documentation, and general office supplies in the performance of daily duties.