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

Director of Government Affairs & Strategy

JOB CODE	JOB FAMILY	PROFILE
JCM709	**Executive Management**	**Director of Government Affairs & Strategy**
PAY TYPE	**PAY RANGE**	**REVISION DATE**
Salary	**$125,549.00 - $188,324.00**	**July 6, 2026**

The Director of Government Affairs & Strategy administers the development and execution of Bernalillo County's intergovernmental relations at the local, state, and federal levels. Plays a pivotal role in shaping and executing the government strategy for the County. Responsible for cultivating high-impact partnerships that advance the County's long-term policy agenda and programmatic priorities. Works with the County Manager's team, the County Commissioners, staff, and other stakeholders. Collaborates with department heads, elected officials, legislative bodies, and public stakeholders to shape and influence public policy and align with the County's strategic goals. Oversees legislative strategy, directs lobbying efforts, manages contract lobbyists, monitors legislative changes, advocates for and mobilizes fiscal and public support for County priorities and initiatives to drive measurable outcomes across County programs. This role also provides strategic guidance on funding opportunities and policy implementation, ensuring alignment with the County's vision, values, and performance objectives.

Job Description

DUTIES AND RESPONSIBILITIES

- Serves as the County's senior representative in high-level government meetings, legislative hearings, and strategic forums, ensuring County priorities are effectively communicated and concerns are proactively addressed.
- Directly engages with policymakers at the local, state, and federal government officials to advocate for and influence County Policies and programming.

- Builds and maintains professional relationships with elected officials, staff, private companies, taxpayers, County constituents, and others as deemed necessary.
- Crafts and delivers compelling, executive-level communications to elected officials, legislative staff, County staff, and key stakeholders, articulating the County's positions with clarity, influence, and strategic foresight.
- Authors and oversees the development of legislative materials—including reports, proposals, fact sheets, and bill language—that support the County's advocacy agenda and policy positions.
- Researches, tracks, analyzes, and reports on legislative, regulatory, and policy developments at the local, state, and federal levels.
- Interprets and analyzes legislation.
- Ensures the County adheres to all relevant lobbying and reporting requirements; filing required reports, etc.
- Cultivates and sustains trusted relationships with government officials, policymakers, and intergovernmental partners and their staff across all levels of government to advance shared priorities and strategic initiatives.
- Facilitates cross-sector collaboration by identifying areas of mutual interest and aligning County goals with broader legislative and policy frameworks.
- Acts as the principal liaison between the County and contracted lobbyists, ensuring coordinated messaging, strategic alignment, and timely response to emerging legislative opportunities and risks.
- Provides executive-level guidance on intergovernmental relations and performs additional strategic duties as assigned by County leadership.
- Provides updates and recommendations to the County Commission.
- Creates policy positions, drafts talking points and testimonies, and prepares articulate and concise briefing materials for principals.
- Monitors legislative and regulatory proposals at the local, state, and federal levels, and provides in-depth analysis of their potential impact on the County.
- Oversees policy analysis efforts to assess the strategic impact of proposed legislation and regulatory changes on County operations, programs, and long-term objectives.
- Designs and implements comprehensive government affairs strategies in collaboration with, including advocacy campaigns, legislative engagement plans, and policy initiatives that drive measurable impact.
- Performs other job-related duties as assigned.
- ***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 Political Science, Public Administration, Public Policy, government relations, Communications; Law Degree or related field with proven experience.

- Ten (10) years of professional experience in advocacy, public policy, government affairs, lobbying or related role with a strong understanding of legislative processes.

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

SUPPLEMENTAL INFORMATION

PREFERENCES

- Law degree or Master's degree in the above-mentioned areas of study.
- Strong proven background in Government relations, legal affairs, legislative work, advocacy, and community engagement.
- Demonstrated knowledge and understanding of legislative and regulatory frameworks, and public policy issues.
- Proven track record of success in building relationships and advocating for policy and strategy positions at various levels of a given structure (legislature, county manager, elected officials, staff, constituents, and other stakeholders as identified).
- Experience in overseeing a team of government affairs professionals (policy, strategy, lobbying).
- Ability to provide guidance to manage resources and budgets.
- Exceptional communication, negotiation, and interpersonal skills, with the ability to translate complex ideas.
- Proven public speaking experience with varied audience sizes. Demonstrated ability to analyze and communicate complex policy matters.
- Proven ability to establish and maintain effective relationships with government officials, policymakers, and industry stakeholders.
- Strong strategic thinking and problem-solving skills, with the ability to develop and execute effective government affairs strategies.
- Excellent written and verbal communication skills, including the ability to clearly and persuasively communicate positions to diverse audiences.

SCREENING AND COMPLIANCE

The offer of this Bernalillo County position requires compliance with the following:

- Successfully complete the post-offer employment medical examination and background investigation.
- Comply with the safety guidelines of the County.
- Complete required FEMA training(s), as assigned.
- Complete required supervisory classes, if applicable.
- Possess a valid New Mexico driver's license by the employment date and maintain it while employed in this position.

WORKING CONDITIONS

- Duties are performed indoors in a temperature-controlled environment.
- Duties are performed on an even, typically dry surface, such as concrete, tile, or carpet.
- Work is conducted with a select team without direct supervision and may at times involve working with a large group.
- May be required to work extended hours.

EQUIPMENT, TOOLS, AND MATERIALS

- Equipment typically used includes a telephone, computer, printer, and copy machine.
- May occasionally drive a county vehicle.