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Economic Development Manager

JOB CODE	JOB FAMILY	PROFILE
JCM335	**Economic, Community, and Business Development**	**Economic Development Manager**
PAY TYPE	**PAY RANGE**	**REVISION DATE**
Salary	**$69,451.00 - $109,720.00**	**July 22, 2026**

The Economic Development Manager assists with daily operations and guides staff in economic development efforts, including small business programs that support job creation through technical assistance partnerships and coordination with businesses seeking state and local incentives. This position develops policies that influence economic development and the financial landscape. Responsibilities include supervising employees through hiring, training, performance evaluation, coaching, discipline, and termination.

Job Description

DUTIES AND RESPONSIBILITIES

- Assists the Economic Development Director with department operations, including advanced economic development functions.
- Assumes departmental responsibilities in the absence of the Director.
- Coordinates with the Economic Development Team to develop and maintain department policies for consideration by the Bernalillo County Commission.
- Develops marketing initiatives and materials to promote the Economic Development Department and its programs.
- Assists with press releases and media events, and collaborates with other departments to maintain consistent branding.
- Assists with the development and monitoring of the department budget.

- Collaborates with other County offices to implement economic development programs, including but not limited to: Local Economic Development Act (LEDA), Industrial Revenue Bonds (IRB), Project Revenue Bonds (PRBs), Tax Increment Financing (TIF), Public Improvement Districts (PID), Tax Increment Development Districts (TIDD).
- Prepares reports, talking points, and presentations for department projects and programs.
- Coordinates with bond counsel to prepare legal documents for economic development projects related to LEDA, IRBs, PRBs, TIFs, PIDs, and TIDDs.
- Collaborates with the County's contract economist to develop economic impact reports.
- Works with the Senior Analyst to track and maintain department performance measures.
- Presents department programs and initiatives to local businesses, economic development organizations, and community groups.
- Collaborates with staff to develop standard operating procedures for all functional areas.
- ***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 Economics, Business, Marketing, Public Administration, or a related field.
- Nine (9) years of work experience in economic development or as a Program Coordinator.
- Two (2) years of experience 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

- Work is primarily performed indoors in a temperature-controlled environment.
- Tasks are typically performed on dry, even surfaces such as carpet or tile.
- Work may involve sitting for extended periods, with opportunities for standing or walking as needed.
- Employee frequently works independently, with or without direct supervision.
- Occasional travel within the County may be required for meetings, presentations, or site visits.

EQUIPMENT, TOOLS, AND MATERIALS

- Regular use of standard office equipment including computer, telephone, printer, copier, scanner, fax machine, and calculator.
- Handles and organizes materials such as reports, forms, files, presentations, and general office supplies.
- Uses hands and fingers to operate equipment; must coordinate hand and eye movement for typing, data entry, and basic equipment operation.