Human Resources
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Executive Officer to the Commission

JOB CODE	JOB FAMILY	PROFILE
JCP308	**Business Services & Support**	**Executive Officer to the Commission**
PAY TYPE	**PAY RANGE**	**REVISION DATE**
Salary	**$61,339.00 - $96,866.00**	**February 13, 2026**

The Executive Officer to the Commission performs professional administrative duties in support of the Commission's mission and objectives. Assists management in coordinating division functions to ensure effective and timely delivery of services.

Job Description

DUTIES AND RESPONSIBILITIES

- Coordinate a detailed calendar of events for the Commission, including all meetings and activities that require attention and follow-up.
- Establish priorities and communicate assignments for tracking in adherence to deadlines as directed by the Commission.
- Research, analyze, and compile a variety of information for review and action by the Commission as required for meetings and briefings.
- Attend meetings and take minutes as assigned by the Commission.
- Prepare, draft, edit, and format documents such as agenda items, resolutions, ordinances, requests for proposals, joint powers agreements, memoranda of agreements, and professional service contracts. Initiate correspondence from notes and general instructions. Prepare reports, packets, graphs, and spreadsheets.
- Research, identify, analyze, and track the introduction of legislative bills and amendments, schedule hearings and address inquiries from public officials.

- Handle confidential issues such as grievances and other personnel matters.
- Establish and maintain official and confidential documents and records in appropriate files.
- Schedule training and travel, procure supplies and services, and review and prioritize mail.
- Organize work, set priorities, and meet critical deadlines.
- Train and direct the work of clerical support staff.
- 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.

MINIMUM QUALIFICATIONS

- Bachelor's degree in public administration, business administration, or other related field(s).
- Five (5) years of professional experience in an administrative capacity, including experience in general management and/or project management.

*Any equivalent combination or 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.
- 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.
- Work schedule is not exclusively 8:00 a.m. to 5:00 p.m., as attendance at meetings is required and includes evening work hours.

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. Challenging work environment.

EQUIPMENT, TOOLS, AND MATERIALS

- Equipment typically used in the performance of office duties includes a telephone, a computer terminal, a computer printer, a computer keyboard, a photocopy machine, a fax machine, and a calculator.
- Materials and products handled in the course of performing essential duties include files, forms, reports, various types of other paperwork, and a wide variety of basic office supplies.