Human Resources
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Applications Manager

JOB CODE	JOB FAMILY	PROFILE
JCM342	**Information Technology**	**Applications Manager**
PAY TYPE	**PAY RANGE**	**REVISION DATE**
Salary	**$69,451.00 - $109,720.00**	**August 4, 2026**

The Applications Manager is responsible for overseeing the implementation, maintenance, and optimization of enterprise applications that support business operations and processes. This role ensures the effective integration and performance of software systems. Provides training and support while leading a team of analysts and developers. The Applications Manager partners with internal departments and external vendors to deliver reliable, scalable, and user-focused technology solutions. Performs advanced tasks, responsibilities, enhancements and deployments.

Job Description

DUTIES AND RESPONSIBILITIES

- Manages a team of analysts and developers; assigns tasks, schedules work, provides resources, monitors quality and performance, and takes disciplinary action as needed.
- Oversees employees performing application development, system administration, network support, and related IT functions.
- Develops election infrastructure policies, oversees system compliance across all sub-departments, and serve as a subject matter expert in both technology and election law.
- Leads the planning, deployment, and support of enterprise applications and systems.
- Collaborates with business units to gather requirements and align applications with strategic goals.
- Oversees application upgrades, patch management, and system integrations.

- Evaluates, selects, and manages third-party software vendors and service providers.
- Facilitates the coordination and scheduling of system maintenance and daily tasks.
- Monitors application performance, security, and compliance.
- Develops and maintains documentation related to application configuration, procedures, and policies.
- Manages application lifecycle from selection to retirement; troubleshoots application issues and implements effective solutions.
- Identifies training needs and provide training and support to end users.
- Prepares reports, correspondence, and other materials; participates in meetings, committees, and professional development activities.
- Incumbent(s) in this classification may 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 Computer Science, Information Systems, Business Administration, or related field.
- Six (6) years of increasingly responsible work experience performing development and analysis in a comparable complex information systems environment.
- Two (2) years of experience in a supervisorial 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 primarily takes place indoors on flat, hard surfaces in climate-controlled environments.
- Work is often performed independently with minimal supervision.
- Work environments may include noise, dust and/or unpleasant odors, and may occasionally require work in confined spaces.

EQUIPMENT, TOOLS, AND MATERIALS

- Frequently used equipment includes photocopiers, fax machines, computers, telephones, and calculators.
- Materials handled include files, forms, reports, various documents, and general office supplies.