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

Nurse Manager

JOB CODE	JOB FAMILY	PROFILE
JCM417	**Health and Social Services**	**Nurse Manager**
PAY TYPE	**PAY RANGE**	**REVISION DATE**
Salary	**$78,582.00 - $124,093.00**	**April 10, 2026**

The Nurse Manager directs, supervises, trains, schedules, mentors, and evaluates the work of assigned staff. Develops and implements organizational policies and procedures. Manages fiscal operations, including budget planning, maintenance, and reporting; authorizes expenditures; maintains procurement and employee files; and coordinates financial documentation. Oversees computerized record systems to store and manage medical and administrative data. Supervisory duties include hiring, training, performance assessment, coaching, disciplinary action, and termination recommendations.

Job Description

DUTIES AND RESPONSIBILITIES

- Supervises personnel, including hiring, training, work assignment, problem resolution, and performance evaluation.
- Maintains budgets, statistical reports, capital outlay requests, and procurement and employee records.
- Ensures residents receive adequate and appropriate medical care.
- Schedules and conducts daily sick calls for residents.
- Administers prescribed medications and treatments in accordance with physician orders and nursing standards.
- Maintains documentation for licenses, pharmaceuticals, lab protocols, clinic activities, and other health records.
- Advises staff regarding medical or mental health needs and special care requirements for individual residents.

- Provides first aid and medical care during emergencies.
- Determines when to consult with a physician and assists during examinations.
- Performs daily treatments, blood draws, and injections as ordered.
- Promotes a safe and adequate healthcare environment for residents, medical personnel, and staff.
- Coordinates services and communicate with outside agencies as needed.
- *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

- Associate degree from an accredited school in Nursing or a related field.
- Eleven (11) years of directly related work experience in a hospital, public health facility, or correctional facility to include
- Two (2) years of experience in a managerial role as Lead or Charge Nurse.

*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.
- Employee possesses and maintains a current license to practice as a Registered Nurse in New Mexico or is eligible for such licensure under New Mexico requirements.
- Employee possesses and maintains current CPR certification.

WORKING CONDITIONS

- Duties are performed indoors in a temperature-controlled environment.
- Work is conducted on even, typically dry surfaces such as concrete, tile, or carpet.

- Work hazards include handling medical waste, culture side products, blood or body fluids, and other pathogenic materials; risk of injury from violent residents.
- Duties are performed in a secure, locked facility.
- Employee may be required to work variable shifts.
- Employee may be exposed to infectious diseases, requiring use of an OSHA-approved respirator.

EQUIPMENT, TOOLS AND MATERIALS

- Uses diagnostic and medical laboratory equipment such as stethoscopes, ophthalmoscopes, otoscopes, microscopes, centrifuges, incubators, and sterilization equipment. Also uses radios, keys, and protective gloves in a secured facility.
- Handles medications, medical supplies, medical forms, and general office supplies.

Additional Description

This job profile is classified as safety-sensitive. Employees with safety-sensitive job profiles are subject to pre-employment, reasonable suspicion, post-accident, return-to-duty, and random drug & alcohol testing in accordance with the organization’s Drug and Alcohol Testing Policy.

Duties that require a Commercial Driver’s License (CDL), firearm(s) use, or are otherwise regulated under the Federal Aviation Administration (FAA), Federal Motor Carrier Safety Administration (FMCSA), or the Omnibus Transportation Employee Testing Act, are subject to all applicable federal drug and alcohol testing requirements. Employees in these federally regulated positions must comply with all DOT testing procedures, including enrollment in a DOT-compliant random testing pool.