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Planning Manager

JOB CODE	JOB FAMILY	PROFILE
JCM420	**Planning, Development & Protection**	**Planning Manager**
PAY TYPE	**PAY RANGE**	**REVISION DATE**
Salary	**$78,582.00 - $124,093.00**	**November 3, 2026**

The Planning Manager provides advice on the adequacy, safety, and reliability of services for the people of Bernalillo County. Supervises, coordinates, monitors, and reviews plans, standards, and specifications for interdependencies with other systems. Assesses the impact of changes on other systems and sectors. Performs professional and technical planning work, including data gathering, analysis, and presentation in written, graphic, and oral formats. Independently manages departmental planning and project functions, engages in public contact, coordinates with agencies and County departments, and makes key decisions. Manage technical and professional staff on County planning projects. Supervision includes hiring, training, performance evaluation, coaching, discipline, and termination.

Job Description

DUTIES AND RESPONSIBILITIES

- Supervises, administers, and implements major current and long-range planning functions.
- Provides staff support to the County Planning Commission (CPC) and other agencies as needed. Oversees procedures and coordination related to the County Planning Commission.
- Develops work programs and manages projects to ensure completion within established schedules.
- Supports staff development by providing technical guidance and encouraging individual initiative.
- Supervises staff in planning functions. Reviews all planning cases presented to the CPC and Bernalillo County Board of Commissioners (BCC) for accuracy and completeness.

- Assists in budget preparation and administration.
- Manages projects, including conducting policy analysis and making recommendations.
- Coordinates interdepartmental information related to land use cases, special projects, and legislative amendments.
- Collects and analyzes specialized data for reports and for tracking community needs, goals, and services.
- Leads staff and public teams in creating and updating major plans, guidelines, and procedures.
- Meets with civic, business, and government groups to explain policies, plans, and procedures. Provides policy advice and recommend actions.
- Conducts public presentations on planning and related projects.
- Attends evening meetings as needed.
- Maintains confidentiality when handling sensitive records, plans, documents, or decisions.
- *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, Planning, Architecture, Park or Land Resources, Business Management, or a related field.
- Nine (9) years of work experience in parks management, site plan review and evaluation, plan development, policies and ordinances, or capital projects administration.
- 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

- Most duties are performed indoors in a climate-controlled environment. Some duties may require occasional outdoor work in varying weather conditions.
- The primary work surface is level, dry, and covered with carpet or tile.
- Work is performed independently most of the time, with occasional collaboration in group or team settings.

EQUIPMENT, TOOLS, AND MATERIALS

- Use telephones, calculators, computers, fax machines, copy machines, and related office equipment to perform essential duties.
- Handle various forms of paperwork and, at times, monetary transactions as part of essential job functions.

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.