



Human Resources

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Policy and Regulatory Counsel

JOB CODE	JOB FAMILY	PROFILE
JCP608	Legal & Compliance	Policy and Regulatory Counsel
PAY TYPE	PAY RANGE	REVISION DATE
	\$89,128.00 - \$140,733.00	September 22, 2026

The Policy and Regulatory Counsel serves as a senior legal and policy advisor to Bernalillo County leadership, providing strategic guidance on the development, interpretation, and implementation of policies, regulations, and contractual agreements. The incumbent ensures legal compliance, advances County priorities through sound policy frameworks, and represents the County in complex negotiations with governmental entities, private vendors, and stakeholders.

Job Description

DUTIES AND RESPONSIBILITIES

- Lead the development, review, and implementation of county policies, ordinances, and regulatory frameworks.
- Conduct legal and policy research; analyze proposed legislation and advise leadership on impacts, risks, and compliance requirements.
- Draft, review, and negotiate Intergovernmental Agreements, ensuring alignment with legal standards, funding requirements, and County priorities.
- Provide legal interpretation and strategic counsel on statutes, regulations, and case law; prepare memoranda, opinions, and briefings.
- Prepare, evaluate, and negotiate complex contracts, ensuring adherence to procurement regulations and safeguarding the County's interests across the full contract lifecycle.
- Lead high-level negotiations with vendors, consultants, and partners; develop strategies balancing legal risk, fiscal responsibility, and operational needs.

- Represent the County in major negotiations and support executive leadership on large-scale initiatives and partnerships.
- Identify legal and regulatory risks, ensure compliance with applicable laws and ethical standards, and support audits and investigations.
- Collaborate across departments and with external partners to align legal, policy, and operational objectives.
- Provide training and guidance on legal, regulatory, and policy matters to County staff.
- ****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

- Juris Doctor (J.D.) from an accredited law school.
- Active license to practice law in the State of New Mexico.
- Twelve (12) years of experience in government law, public policy, regulatory affairs, or a related field.
- ***Any equivalent combination of related education and/or experience may be considered for the above requirements.***

SUPPLEMENTAL INFORMATION

PREFERENCES

- Experience working within county or municipal government.
- Strong background in public sector procurement and regulatory compliance.
- Proven success in high-level negotiations with major vendors or governmental entities.

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.

WORKING CONDITIONS

- Office environment with occasional attendance at public meetings, hearings, and negotiations.
- May require extended hours during critical negotiations or legislative sessions.

EQUIPMENT, TOOLS, AND MATERIALS

- Equipment typically used includes telephone, computer, and standard office equipment.
- Materials handled include legal documents, contracts, reports, and confidential records.
- May operate a County vehicle as assigned.