Human Resources
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Policy Coordinator

JOB CODE	JOB FAMILY	PROFILE
JCP432	**Business Services & Support**	**Policy Coordinator**
PAY TYPE	**PAY RANGE**	**REVISION DATE**
ZDNU - Salary (DO NOT USE)	**$69,451.00 - $109,720.00**	**June 3, 2026**

The Policy Coordinator provides professional development and analysis of legislative documents to the County Manager, Chief Operating Officer, and Commission, while maintaining the records of Bernalillo County Commission (BCC) actions in accordance with County policies and procedures. This position is exposed to a high degree of confidential and sensitive information and the incumbent must be able to secure and maintain such confidence without any breach of information.

Job Description

DUTIES AND RESPONSIBILITIES

- Serves as a liaison among the Commission, County Manager, Deputy County Managers, Chief Operating Officer, Directors, Elected Officials, and the public regarding the legislative process. Works with and in the interest of the County Manager, County Commission and individual Commissioners; evaluates proposals, guide choices regarding policy and legislation and provides responsible staff assistance to Commission; attends County Commission and Commission Committee meetings; represents the County and Commission at a variety of meetings including sub-committees, neighborhood and task force meetings.
- Develops and prepares briefing comments, fiscal and economic impact analyses, legislative summaries, recommendations and inquiries on agenda items to be heard by the County Commission and its committees.
- Analyzes the fiscal impact of proposed legislation on government budgets.
- Develops budget forecasts and cost estimates.
- Completes analysis on the economic effects of legislation.

- Leads, plans, trains and reviews the work of staff responsible for analyzing and developing proposals for policies and legislation concerning various matters before the Commission.
- Provides drafting services and drafting advisement for resolutions, ordinances, and all other legislative formats before the Commission.
- Works directly with Commissioners and staff, presents and responds to questions at Commission meetings, its committees or other meetings or hearings as appropriate.
- Researches and analyzes legislation in support of policy; analyzes and develops policy alternatives; prepares written and oral presentations on assigned issues.
- Performs related duties assigned to accomplish the mission and goals of Bernalillo County Government.
- Serve on committees, task forces, as assigned.
- Manage special projects assigned by the Chief Operating Officer.
- 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, from an accredited institution, in Public Administration, Business Administration or other related field(s).
- eight (8) years of professional experience in an administrative capacity including experience in general management and/or project management.

*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.
- 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

- Essential duties are performed indoors.
- 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.
- Duties are performed in a temperature-controlled environment.
- Duties are performed on an even surface, which may be carpeted or tile. Working surface is typically dry.

EQUIPMENT, TOOLS, AND MATERIALS

- Equipment typically used in the performance of office duties includes telephone, computer, printer, and copy machine.
- Materials and products handled in the course of performing essential duties vary but may include files, forms, reports, various other paperwork, and a wide variety of basic office supplies.