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

Program Coordinator Senior

JOB CODE	JOB FAMILY	PROFILE
JCP340	**Business Services & Support**	**Program Coordinator Senior**
PAY TYPE	**PAY RANGE**	**REVISION DATE**
Salary	**$61,339.00 - $96,866.00**	**November 6, 2026**

The Program Coordinator Senior performs coordination and administration of program contracts and oversees community and social services programs aimed at strategic improvement. Provides focused services to clients, including identifying individuals in need of services, facilitating court-ordered releases, and connecting clients to community-based resources. Facilitates and provides leadership for collaborative processes among diverse stakeholders to develop and coordinate a continuum of programs and services. Identifies and conducts feasibility and demographic impact analyses of social service programs and projects. Facilitates program activities and manages related administrative and programmatic information. Analyzes and summarizes data for various fiscal, administrative, and programmatic purposes.

Job Description

DUTIES AND RESPONSIBILITIES

FUNCTIONAL AREAS

CAPITAL IMPROVEMENT PROGRAM NON-PROFIT COORDINATOR

- Oversees the organization, facilitation, and coordination with nonprofit agencies (NPOs) on whose behalf Bernalillo County receives, administers, and tracks capital outlay and junior bill funding.
- Coordinates the annual solicitation process for nonprofits in preparation for the following legislative session.
- Administers grants, including budgeting, procurement, and reporting of legislative funding from state appropriations to Bernalillo County intended for nonprofit organizations.

- Serves as Bernalillo County's main point of contact for NPOs pertaining to legislative appropriations. Educates NPO leaders and staff about funding and implementation processes and facilitates compliance with those processes. Supports NPO relationships with various County departments to implement the legislative intent of appropriations.
- Writes, edits, and contributes to strategic communications with NPOs and state and local government partners, including maintaining and updating nonprofit FAQ documentation for distribution through various communication channels.
- Receives and responds to daily communications from NPO leaders and staff.
- Leads the development of Third-Party Agreements as necessary to ensure compliance with local and state procurement and budget rules.
- Collaborates with County departments and personnel to identify and solve problems, improving capital outlay and operational funding workflows.
- Tracks the progress of appropriations and procurement and reports regularly to appropriations team members.
- Assists the Chief of Government Affairs and the Capital Improvement Program (CIP) Manager in managing the CIP, including oversight of CIP initiatives, the biennial Six-Year Capital Improvement Plan, and general obligation bond preparations. Secures Commission approval of the ICIP and CIP by required deadlines. Assists with interactions with the State of New Mexico Department of Finance and Administration regarding CIP matters. Leads development and dissemination of public information for proposed CIP projects and coordinates with bond counsel and the Clerk's Office to place GO bond questions on the biennial November election ballot. Ensures continuous updates of the CIP webpage.
- Handles sensitive and/or confidential records, plans, documents, or decisions, and maintains confidentiality as required.

COMMUNITY SERVICES

- Manages and facilitates a variety of funding streams that support social service agencies.
- Serves as a point of contact for assigned social services projects. Provides technical support on procedures and work standards involving social services, including evaluating and preparing proposals and funding requests; processing payments and reimbursement requests; preparing and routing contracts for approval; and monitoring agency compliance.
- Reviews and recommends policies and procedures for strategic program improvements; develops plans to implement improvements, coordinates activities, and reports on outcomes.
- Provides technical assistance and serves as a County liaison with external agencies to improve and expand social service-related functions.
- Participates in committees, task forces, evaluation panels, and negotiation teams as assigned.
- Evaluates and recommends proposed social service programs and projects for compliance with budgetary guidelines and cost estimates; prepares monthly, quarterly, and/or annual reports as required to ensure compliance.
- Prepares agenda items and summary reports related to all areas of responsibility.

- Coordinates and collaborates with other professional staff within the County.
- Handles sensitive and/or confidential records, plans, documents, or decisions, and maintains confidentiality as required.
- Performs other duties as assigned. The allocation of responsibilities may vary depending on the position.

HOUSING

- Acts as the primary liaison with all facets of the criminal justice system and related agencies in accordance with program objectives, applicable rules, regulations, and laws, including but not limited to the Health Insurance Portability and Accountability Act (HIPAA) and relevant federal and state inmate laws.
- Creates and documents processes; maintains notes and complete records, forms, and reports in a timely and efficient manner.
- Develops effective rapport with clients and facilitates orientation programs, including explaining rules, policies, and regulations to clients and determining program eligibility.
- Conducts preliminary interviews with clients to determine program appropriateness by reviewing documents from the courts, public defender’s office, and other medical or detention facilities; ensures proper care and processing of client records; prepares files for periodic review and makes recommendations.
- Oversees the discharge planning process to ensure continuity of care from jail to community-based services.
- Coordinates and schedules provider interviews and assessments with clients; offers input to support client success, including case coordination.
- Collaborates with community agencies to identify appropriate providers for clinical assessments; determines legal status; works with the public defender’s office; and obtains release orders necessary for proper case management. Refers clients to appropriate programs or support services as needed.
- Provides referral information on housing and shelter options to external professionals and individuals who do not qualify for the program.
- Assists in ensuring the reliability and validity of program initiatives and reports on outcomes.
- Establishes and maintains contact with community agencies, resources, and professionals to ensure effective service provision for clients.
- Maintains a database and collects all intake process data; prepares and provides monthly intake reports to the manager.
- Delivers progress reports in various forums, including community/agency engagement meetings and formal presentations.
- Handles sensitive and/or confidential records, plans, documents, and decisions, and maintains confidentiality as required.
- Performs other job-related duties as assigned. The allocation of responsibilities may vary depending on the position.

BEHAVIORAL HEALTH

- Facilitates and provides leadership for collaborative processes among diverse stakeholders to develop and coordinate a continuum of programs and services for children, youth, adults, families, and the community, in alignment with the community school strategy.
- Manages program contracts, demographic data, and other administrative and programmatic information. Analyzes and summarizes data for fiscal, administrative, and programmatic purposes.
- Monitors and administers program budgets and contracts for fiscal compliance. Serves as a point of contact for assigned service programs to facilitate communication, initiate and maintain cooperative planning, and ensure positive working relationships among all relevant stakeholders.
- Coordinates and conducts site visits.
- Schedules, plans, and facilitates meetings, workshops, and training sessions.
- Provides coaching and technical assistance to staff and community school coordinators.
- Prepares reports as required.
- Updates and revises program procedures as necessary.
- Assists the assigned supervisor with all operational and program activities.
- Assists with the hiring process of personnel in assigned areas.
- Leads and guides personnel as necessary in assigned areas.
- Coordinates staff training and development to ensure relevant credentials are maintained and personnel performance is addressed appropriately.
- Handles sensitive and/or confidential records, plans, documents, or decisions, and maintains confidentiality of sensitive information.
- Performs other job-related duties as required. The allocation of responsibilities may vary depending on the position.
- *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, Business Administration, Social Services.
- Five (5) years of work experience involving policies, rules and regulations, ordinances, and laws.

*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.

BEHAVIORAL HEALTH APPLICANTS

- Pursuant to the Criminal History Screening for Caregivers Act, Section 29-17-1 through Section 29-17-5 NMSA 1978, new hires at the Behavioral Health Services facility will be required to complete caregiver criminal history screening for all caregivers. Conviction of a disqualifying condition is cause for termination or sufficient reason not to hire if the applicant has a disqualifying condition on their record at the time of application.

WORKING CONDITIONS

- Essential job duties are performed indoors in a climate-controlled environment, but duties of the job may require occasional work outdoors in varying weather conditions. All essential duties are performed indoors.
- Duties are performed in a temperature-controlled environment.
- Duties are performed on an even surface, which may be carpeted or tiled. The working surface is typically dry.
- Employee primarily works alone, with or without direction from a supervisor.
- Ability to meet multiple task deadlines.
- Flexible work hours may be required.

EQUIPMENT, TOOLS, AND MATERIALS

- Telephone, calculator/adding machine, computer, photocopier, fax machine, laminating machine, and writing instruments are used in the performance of duties.
- The county vehicle is used by employees in traveling from site to site throughout the County.