Human Resources
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Program Manager

JOB CODE	JOB FAMILY	PROFILE
JCM334	**Business Services & Support**	**Program Manager**
PAY TYPE	**PAY RANGE**	**REVISION DATE**
Salary	**$69,451.00 - $109,720.00**	**July 23, 2026**

The Program Manager (Land Management/Open Space) develops, administers, supervises, and implements plans and projects for Parks and Recreation programs. Works directly with other County programs on the planning, use, and maintenance of open space and natural resources. Prepares and administers program budgets. Supervises employees, including hiring, training oversight, performance assessment, coaching, and disciplinary and terminations.

Job Description

DUTIES AND RESPONSIBILITIES

- Develop and update the Parks and Open Space Master Plan, including associated strategic, resource management, and facility plans. Oversee plan implementation for the Open Space Program.
- Prepare and manage the Open Space Program budget, ensuring alignment with department goals and compliance with funding requirements.
- Establish and oversee Open Space section programs, staff, interns, and facilities at various locations.
- Direct and supervise Open Space staff and interns in implementing program activities and objectives.
- Coordinate with Land Management and other County departments to oversee maintenance and facility improvements on open space properties.
- Prepare and manage lease agreements, contracts, and expenditure reports for Open Space operations.

- Collaborate with the Parks Planning Manager and Land Management on the development and maintenance of natural surface trails.
- Lead research and evaluation efforts on conservation strategies for natural and cultural resources within the County's open space system.
- Represent the department on committees, boards, and community groups, serving as a liaison or subject-matter expert.
- Coordinate with local, state, and federal agencies on open space development, enhancement, and stewardship.
- Prepare reports, maps, and presentations to communicate program operations, project progress, and strategic initiatives.
- Facilitate internal and external teams in the review and development of plans and initiatives related to Open Space.
- Promote professional development opportunities for recreation staff through regional partnerships and training initiatives.
- Prepare planning cases and related documentation for review by the County Planning Commission and adoption by the Board of County Commissioners.
- Maintain confidentiality when handling sensitive records, plans, 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, Business Administration, Economics, Planning, Natural Resource Management, Environmental Sciences, or a related field.
- Six (6) years of work experience in management, facilitative leadership with community-based organizations and educational institutions.
- Two (2) years in a supervisory 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.
- 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.
- Must pass color acuity test (cannot be colorblind).

WORKING CONDITIONS

- Most job 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 an even, dry, carpeted, or tiled floor.

EQUIPMENT, TOOLS, AND MATERIALS

- Telephone, calculator, computer, fax machine, and copy machine are used to perform essential job duties.
- Employee handles various forms of paperwork and money in the performance of essential job duties.