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

Public Relations Coordinator/Public Information Coordinator

JOB CODE	JOB FAMILY	PROFILE
JCP425	**Communications and Public Affairs**	**Public Relations Coordinator/Public Information Coordinator**
PAY TYPE	**PAY RANGE**	**REVISION DATE**
Hourly	**$33.39 - $52.75**	**August 5, 2026**

The Public Relations Coordinator/Public Information Coordinator works with department(s) to develop specialized informational programs for the public. Responds to media inquiries and coordinates press conferences and other special events. Directs, writes, and distributes press releases, brochures, and information packets related to specific needs. Oversees work of the department and work with media and/or other organizations in preparing and distributing public service announcements, and fact sheets.

Job Description

DUTIES AND RESPONSIBILITIES

- Directs, writes and distributes press releases, brochures, and information packets related to the specific needs of the Sheriff Department.
- Directs and oversees the work of the department PIO & works directly with the media and/or other organizations in preparing and distributing public service announcements, fact sheets and other information about the Sheriff Department.
- Develops public awareness programs using exhibits, photos, special public presentations, and the use of the government access cable channel.
- Serves as consultant to the Sheriff on public information matters and procedures. Provides transparency measures, unique ongoing training, policy advisement, and communications service to the Sheriff's Department.

- Represents the County, when assigned, for public community organizations and other groups requesting information about the Sheriff Department.
- Schedules speaking engagements for the Sheriff or department to convey information about specific programs or events.
- Schedules, directs, and oversees press conferences, radio and television interviews as needed.
- Develops audio/visual aids as needed for use with the public or for special presentations.
- ***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 journalism, Communications, Public Relations, or a related field.
- Eight (8) years of related work experience in public information.

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 primarily indoors (90%) and occasionally outdoors (10%).
- Indoor duties are performed in a temperature-controlled environment. Worker is exposed to natural weather conditions while performing outdoor duties.
- Indoor duties are performed on an even surface, which may be carpeted or tile. Working surface is typically dry.

EQUIPMENT, TOOLS, AND MATERIALS

- Phone, computer, copier are used in performance of essential job duties.
- Various forms of paperwork are handled in performance of essential job duties.