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Assessor Administrator

JOB CODE	JOB FAMILY	PROFILE
JCM431	**Property & Real Estate**	**Assessor Administrator**
PAY TYPE	**PAY RANGE**	**REVISION DATE**
Salary	**$78,582.00 - $124,093.00**	**November 6, 2026**

The Assessor Administrator coordinates assigned special projects to ensure timely completion in adherence to approved schedules and timelines. This position serves as a constituent liaison and supports public relations efforts—both internal and external—under the direction of the Chief Appraiser. The Administrator coordinates process improvement initiatives for the County Assessor's Office and oversees the Geographic Information System (GIS) Manager, Quality Control Manager, and Valuation Relief Manager. Responsibilities include coordinating policy development, data management, quality assurance standards, bond ratings, and compliance with organizational and constitutional exemptions. Employee supervision includes hiring, training oversight, performance evaluation, coaching, discipline, and termination.

Job Description

DUTIES AND RESPONSIBILITIES

- Manages and coordinates special projects, often involving senior administration, and ensures completion within established timelines.
- Conducts administrative duties and researches studies on various topics affecting the Assessor's Office operations.
- Identifies areas for strategic improvement, develops and implements plans, and monitors results.
- Oversees data management and integration for urban land information systems, GIS databases, and applications.

- Manages bond ratings information and ensures compliance with Industrial Revenue Bonds, Metro Redevelopment Bonds, non-governmental and affordable housing bonds, and constitutional exemptions.
- Oversees quality assurance initiatives, including research, report development, and presentation.
- Responds to inquiries and complaints related to assessment practices; conducts reviews and special studies as directed by the Chief Appraiser.
- Assists constituents with concerns; refers them to appropriate departments or agencies and coordinates with internal and external parties for resolution.
- Prepares written responses to inquiries from taxpayers, departments, and outside agencies regarding office operations and services.
- Manages internal and external communications and public relations; represents the department at community events and promotes programs and services.
- Analyzes proposed and pending local, state, and federal legislation; prepares impact analyses and position papers.
- Prepares monthly and annual reports; ensures policies and procedures are regularly updated.
- Provides leadership and direction for long-range planning and strategic goals aligned with the Assessor's Office mission.
- Coordinates with and may supervise professional and technical staff within the Assessor's Office and external groups.
- Handles sensitive or confidential information with discretion and in compliance with applicable policies.
- ***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, Systems, Engineering or a related field.
- Nine (9) years of work experience in general management, project management, program analysis, budgeting, or finance.
- Two (2) years in a management role.
- One (1) IAAO Course may substitute for one-year work experience.

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 and background investigation.
- 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.
- Submit college transcripts, New Mexico Property Tax Division Certified Appraiser certification (or equivalent), and proof of IAAO course completion with the application.

WORKING CONDITIONS

- Duties are performed primarily indoors, with occasional outdoor assignments.
- Indoor environments may be temperature-controlled or non-temperature-controlled.
- Work surfaces include carpet, tile, or concrete and may be wet or dry.
- Outdoor duties may expose the employee to fumes, odors, dust, mists, gases, or poor ventilation.

EQUIPMENT, TOOLS, AND MATERIALS

- Uses a variety of office equipment, including computers, communication devices, and copy machines.
- Operates a county vehicle as needed.