Human Resources
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Real Estate Coordinator

JOB CODE	JOB FAMILY	PROFILE
JCV521	**Property & Real Estate**	**Real Estate Coordinator**
PAY TYPE	**PAY RANGE**	**REVISION DATE**
Salary	**$47,445.00 - $74,901.00**	**October 15, 2026**

The Right-of-Way Manager assists in coordinating all functions relating to County real estate matters. Provides administrative and financial support for the Section and develops procedures that pertain to the operation of the section our County as a whole.

Job Description

DUTIES AND RESPONSIBILITIES

- Prepares and maintains separate inventories for each real estate function. Coordinates with other divisions and departments in performing routine reporting and inventorying of all County real estate.
- Prepares and submits agenda items for Bernalillo County Commission Meetings and State Board of Finance Meetings.
- Assists in the preparation of Section budget and annual reports.
- Conducts research and develop written reports and presentations regarding area of responsibilities.
- Maintains files on all properties acquired for County right-of-way road projects according to audit standards set by the NMDOT and the Federal Highway Administration.
- Processes County leases, lease amendments, encroachment agreements, and right of way use agreements, following County and State Board of Finance standards, policies and procedures.
- Receives and answers routine inquiries and calls on behalf of supervisor; seeks resolutions and answers to inquiries on more complex issues acting on the authority delegated by direct supervisor.

- Participates in the resolution to public inquiries and complaints.
- Reviews and drafts responses to correspondence.
- Researches and compiles data, analyzes information, develop reports and coordinate special projects as delegated by supervisor.
- Assists department administration in issuing and interpreting operating policies. Recommends changes to improve workflow, simplify procedures, implements cost controls and establish efficient department operations.
- Performs department administrative duties such as timekeeping, coordinating purchasing functions, securing quotes from vendors; maintenance of records pertaining to daily transactions and business details such as employee time records and budget expenditures.
- Maintains an electronic calendar of schedules, meetings, various other activities and events for section; schedule meetings and coordinates activities with other County division and departments, the public and outside agencies; makes travel arrangements for department staff as appropriate. Attends administrative and committee meetings as appropriate for department and/or unit.
- Updates the department's website as required to ensure current and accurate information is maintained and published in accordance with County public information standards.
- ***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

- High School Diploma or GED.
- Five (5) years of work experience in real estate or government. Any equivalent combination of related education and/or experience may be considered for the above requirements.

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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.

WORKING CONDITIONS

- Duties are performed 60% indoors, and 40% outdoors, which entails exposure to extremes of weather conditions.
- Indoor duties are performed in a temperature-controlled environment on an even carpeted or tiled surface.
- Outdoor duties may be performed on both even and uneven surfaces which may be either wet or dry.
- Surfaces may be inclined or flat, and range from natural undisturbed soil to gravel, asphalt, or concrete.
- May perform duties alone or as part of a group.
- Work hazards or potential work hazards include exposure to noise, vibration, dust, exhaust fumes, mists, and severe weather conditions; driving of vehicles; working in and around heavy equipment; and performing duties on rough terrain.

EQUIPMENT, TOOLS, AND MATERIALS

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