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

Real Estate Manager

JOB CODE	JOB FAMILY	PROFILE
JCM422	**Property & Real Estate**	**Real Estate Manager**
PAY TYPE	**PAY RANGE**	**REVISION DATE**
Salary	**$78,582.00 - $124,093.00**	**November 3, 2026**

The Real Estate Manager oversees the Real Estate Section, including the planning, negotiation, acquisition, and disposition of real property, and supervises section personnel. Develops policies and procedures related to real estate transactions and maintains records of all County-owned real estate. Supervisory responsibilities include selection, training, performance evaluation, coaching, discipline, and termination.

Job Description

DUTIES AND RESPONSIBILITIES

- Manages the operations and staff of the Real Estate Section.
- Develops and implements policies and procedures for real estate activities.
- Maintains accurate records of all County-owned real estate transactions.
- Oversees research, planning, negotiation, acquisition, and disposition of real estate, coordinating with County departments and State and Federal agencies.
- Prepares, reviews, and evaluates legal documents related to real and personal property interests.
- Submits complete document and map packages to appraisers and engineers for project support.
- Acts as the primary liaison with property owners during acquisition and negotiation processes.
- Applies knowledge of administrative and managerial principles to evaluate and improve program effectiveness.

- ***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 Business Management or a related field.
- Nine (9) years of work experience involving real estate.
- Two (2) years of experience in a managerial role.

Any equivalent combination of related education and/or experience may be considered for the above requirements.

SUPPLEMENTAL INFORMATION

ADDITIONAL REQUIREMENTS

- Must possess and maintain an International Right of Way Association (IRWA) designation or obtain the designation within thirty (30) months of hire.
- Real estate project management experience for federal, state, or local government is preferred.
- Must possess and maintain a valid New Mexico real estate license.

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

- Essential duties are performed primarily indoors in a temperature-controlled environment.
- Work is conducted on level surfaces, typically carpeted or tiled and generally dry.
- Work may be performed independently, with or without direct supervision.
- Travel in a County vehicle may be required on an as-needed basis for site visits and meetings.

EQUIPMENT, TOOLS, AND MATERIALS

- Frequently uses standard office equipment including a telephone, computer, printer, copier, and scanner.
- Works with real estate management tools such as GIS applications, legal documents, title reports, property maps, contracts, and transactional databases.
- Handles a variety of materials including files, forms, reports, correspondence, and general office supplies.