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

Records and Information Manager

JOB CODE	JOB FAMILY	PROFILE
JCM326	**Business Services & Support**	**Records and Information Manager**
PAY TYPE	**PAY RANGE**	**REVISION DATE**
Salary	**$69,451.00 - $109,720.00**	**August 18, 2026**

The Records and Information Manager plans, develops, and implements all filing, retrieval, storage, and destruction systems, including document imaging and policy development for the program. The Manager trains and assists County departments in developing and implementing their document imaging and records management programs. This position prepares work plans and determines resource needs for the records program. It also conducts fiscal impact, cost/benefit, and program analyses, and coordinates implementation of records management projects. Supervisory responsibilities include hiring, training oversight, performance assessments, coaching, discipline, and terminations.

Job Description

DUTIES AND RESPONSIBILITIES

- Plans, prioritizes, assigns, supervises, trains, and reviews the work of staff assigned to the Records Program.
- Identifies and projects current and future requirements for Countywide and departmental records management systems. Coordinates with elected officials and department directors and make recommendations regarding storage solutions.
- Prepares work plans and determines required resources for the records program. Conducts fiscal impact, cost/benefit, and project/program analyses. Coordinates implementation of records management initiatives.
- Coordinates the preparation, evaluation of proposals, and monitors compliance. Provides technical assistance and serves as the County liaison for records management projects.

- Prepares and monitors the records management budget. Controls expenditures and submits budget justifications and proposals.
- Analyzes, develops, and implemenst policies and procedures for centralized records programs, including retention schedules. Trains County users on records management policies.
- Conducts and oversees inventories of paper and electronic records.
- Manages the filing, scanning, storage, retrieval, and duplication of electronic and hard copy records.
- Identifies areas for strategic improvement. Develops and implements improvement plans, and monitors and reports on results.
- Serves on committees, task forces, evaluation groups, and negotiating teams as assigned. Participates in meetings and represents the County on record-related matters.
- Prepares agenda items and generates periodic and summary financial reports related to all areas of responsibility.
- ***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, Information Technology, or a related field.
- Six (6) years of related work experience in records management, project management, electronic message retention, budgeting, or finance.
- Two (2) years of experience 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 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

- Most essential job duties are performed indoors in climate-controlled environment.
- Primary work surface is even, dry, carpeted or tiled floor.
- Works alone primarily, with or without directions. Works with a group at times, and with a select team at times.

EQUIPMENT, TOOLS, AND MATERIALS

- Telephone, calculator, computer, fax machine, and copy machine are used in performance of essential job duties
- Various forms of paperwork are handled in performance of essential job duties.