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Section Manager

JOB CODE	JOB FAMILY	PROFILE
JCM426	**Business Services & Support**	**Section Manager**
PAY TYPE	**PAY RANGE**	**REVISION DATE**
Salary	**$78,582.00 - $124,093.00**	**August 15, 2026**

The Section Manager (Aquatics) oversees the activities and operations of the Aquatics program in the Bernalillo County area; supervise the planning, construction and maintenance of swimming facilities; coordinate assigned activities with other sections, departments and outside agencies. Prepare the annual operating budget for all aquatics facilities and will oversee assigned administrative tasks to ensure that initiatives, programs and services are carried out in an inefficient and responsive manner and are in compliance with Bernalillo County Ordinances, NMED, OSHA and other state and federal requirements.

The Section Manager (Community Recreation and Community Fitness) oversees departmental programs and projects related to community center recreation, special programs, and public events. The manager supervises and trains program managers and other staff, ensuring policies align with program goals. Responsibilities include hiring, training oversight, performance evaluation, coaching, and administering discipline and terminations.

The Section Manager (Land Management) manages County parks, designated public grounds, and related capital projects. The manager assists with property acquisition, oversees the design, development, and construction of park facilities, and ensures alignment with the Bernalillo County Parks and Recreation Master Plan. This role also includes full supervisory responsibilities such as hiring, training, performance management, and disciplinary actions.

Job Description

DUTIES AND RESPONSIBILITIES

- Oversees the development, coordination, and implementation of community recreation programs, special events, and land management projects.

- Advises on property acquisition and oversees the design, development, maintenance, and construction of park facilities.
- Establishes, monitors, and maintains section programs and supervises staff and facilities at multiple locations.
- Ensures parks are maintained, developed, or renovated according to the Bernalillo County Parks and Recreation Master Plan.
- Develops and implements County and departmental policies, procedures, and program recommendations based on standardized community assessments.
- Ensures compliance with all relevant policies and procedures within the assigned section.
- Develops, implements, and maintains standard operating procedures and training protocols for section staff.
- Conducts research, analyzes data, and reports findings on topics such as community-based recreation, special programs, and events.
- Maintains a standardized database for accident and incident reports; analyzes trends and recommends program adjustments.
- Oversees staff work assignments, training schedules, and personnel matters in accordance with union agreements.
- Coordinates professional development opportunities for recreation personnel through local and regional organizations.
- Collaborates with other County departments and sections to support joint programs, special events, and use of shared facilities.
- Assists with budget development; reviews and monitors expenditures, participation data, and administrative reports.
- Attends and participates in public and interagency meetings on behalf of the department.
- Coordinates with other County departments to support effective operations within the assigned section.
- Serves as the department lead for all FEMA-related operations.
- Works with Bernalillo County EMS to develop functional emergency response criteria for County facilities and personnel.
- Manages procurement of supplies and materials; coordinates with vendors and staff to ensure timely delivery to worksites.
- Inspects parks and land management areas as needed; documents conditions and proposes solutions for ongoing maintenance issues.
- Prepares regular reports for management on projects, programs, and section activities.
- Coordinates with PROS sections and County departments to ensure adequate support for community events and emergency Point of Distribution (POD) sites.

- Ensures proper amenities are provided for scheduled events, including signage, trash containers, and other equipment.
- Maintains confidentiality when handling sensitive records, documents, plans, or decisions.
- ***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.***

FUNCTIONAL AREA

AQUATICS

- Assumes full management responsibility for all division services and activities of the Aquatics Division Including the effective maintenance, construction, planning and renovation of municipal aquatic facilities.
- Manages the development and Implementation of division goals, objectives, policies and priorities for each assigned service area; recommends and administers policies and procedures.
- Establishes, within departmental policy, appropriate service and staffing levels: monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures; allocates resources accordingly,
- Plans, directs, and coordinates through subordinate level staff, the Aquatics Division's work plan; assigns projects and programmatic areas of responsibility: reviews and evaluates work methods and procedures; meets with key staff to identity and resolve problems.
- Assesses and monitors workload, administrative and support systems, and Internal reporting relationships; identifies opportunities for Improvement; directs and implements changes.
- Directs aquatic programs and the operation of County swimming pools.
- Interprets and explains County aquatics program policies and procedures.
- Oversees the operation and maintenance of County swimming pools.
- Oversees the selection of qualified swimming Instructors and lifeguards.
- Plans, organizes, directs, and coordinates the work of lower-level staff.
- Selects, supervises, trains, and evaluates staff.
- Analyzes and assesses programs, policies, and operational needs and makes appropriate adjustments.
- Identifies and responds to sensitive community and organizational issues, concerns, and needs.
- Develops and administers division goals, objectives and procedures.
- Prepares administrative and financial reports.
- Prepares and administers large and complex budget.
- Analyzes problems, identifies alternative solutions, project consequences of proposed actions and implements recommendations in support of goals.

- Researches, analyzes, applies, and evaluates new service delivery methods and techniques.
- Interprets and applies Federal, State, and local policies, laws and regulations.
- Incumbent(s) in this classification may handle sensitive and/or confidential records, plans, documents or decisions that require maintaining confidentiality of sensitive information.
- ***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 Management, Recreation, Exercise Science, Fitness, or a related field.
- Nine (9) years of work experience overseeing development, coordination, and implementation of community recreation programs and special events.
- 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.

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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.

AQUATICS

- Current CPO (Certified Pool Operator) Certification.
- Current AFO (Aquatic Facility Operator) Certification.
- Current Lifeguard Instructor's Certificate.
- Possession of Lifeguarding certificate.
- Possession of a valid CPR, First Aid certification.

WORKING CONDITIONS

- Essential duties take place both indoors and outdoors.
- Indoor duties occur in a temperature-controlled environment on even surfaces, such as carpeted or tiled flooring.
- Outdoor work may expose the employee to natural weather conditions, fumes, odors, dust, and mists.
- Outdoor duties may be performed on even or uneven surfaces, which may be dry or wet, including natural ground, grass, asphalt, or concrete.
- Hazards may include operating a vehicle during work duties.
- Work is performed independently or occasionally with a team.
- Employee uses a county vehicle as needed.
- (Aquatics only) Maintain physical condition necessary for walking, standing or sitting for prolonged periods of time; swimming; bending, stopping, kneeling.

EQUIPMENT, TOOLS, AND MATERIALS

- Equipment used indoors includes a telephone, photocopier, fax machine, computer, and calculator.
- Materials handled include files, forms, reports, paperwork, and general office supplies.
- Employee may handle grounds maintenance equipment, especially when ordering or evaluating required tools and supplies.