Human Resources
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Security Manager

JOB CODE	JOB FAMILY	PROFILE
JCM328	**Public Safety**	**Security Manager**
PAY TYPE	**PAY RANGE**	**REVISION DATE**
Salary	**$69,451.00 - $109,720.00**	**October 12, 2026**

The Security Manager develops and administers security plans, including policy development, training, reporting, investigations, and security systems administration. Oversees staff associated with security programs and contracted security services for Bernalillo County. Supervisory duties include hiring, training oversight, performance assessment, coaching, disciplinary action, and terminations.

Job Description

DUTIES AND RESPONSIBILITIES

- Develops and implements security policies and procedures.
- Designs and delivers employee security awareness training programs.
- Develops and manages security incident reporting systems.
- Collects and interprets departmental data and recommends improvements to security procedures.
- Prepares and provides quarterly and ad hoc reports, notifications, and findings on security statistics, trends, and incidents to Bernalillo County officials.
- Conducts and manages timely security investigations using ethical investigative methods to obtain facts from employees and witnesses.
- Manages, trains, and supervises Bernalillo County Security Officers and ensures the integrity and performance of the Security Operations Center.

- Oversees and coordinates with contractors on the installation, administration, and maintenance of security systems.
- Develops, maintains, and monitors the production and distribution of Bernalillo County ID badges and access credentials.
- Manages and maintains the County's key control system.
- Prepares and manages the program budget as needed, and develops goals, objectives, and priorities in alignment with County security needs.
- Develops, maintains, and manages the shredding program in accordance with State of New Mexico records retention laws.
- Represents Bernalillo County in coordination with designers, contractors, vendors, and the public regarding physical security requirements.
- *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 Criminal Justice, Security Management, Public Safety Administration, or a related field.
- Six (6) years of work experience in site security, office administration, security management, or public safety.
- 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 duties take place indoors in a temperature-controlled environment.

- Indoor working surfaces are even and may be carpeted or tiled.
- Indoor environments may involve the use of stairs.
- Work hazards include exposure to noise and potential danger in a government facility open to the public, which may involve serious bodily injury or other health risks.
- Flexible work hours may be required.

EQUIPMENT, TOOLS, AND MATERIALS

- Equipment used includes a telephone, computer, fax machine, typewriter, photocopier, and communication devices.
- Materials handled include forms, paperwork, reports, money, writing utensils, and standard office supplies.
- Employee may occasionally handle first aid and oxygen equipment.

Additional Description

This job profile is classified as safety-sensitive. Employees with safety-sensitive job profiles are subject to pre-employment, reasonable suspicion, post-accident, return-to-duty, and random drug & alcohol testing in accordance with the organization’s Drug and Alcohol Testing Policy.

Duties that require a Commercial Driver’s License (CDL), firearm(s) use, or are otherwise regulated under the Federal Aviation Administration (FAA), Federal Motor Carrier Safety Administration (FMCSA), or the Omnibus Transportation Employee Testing Act, are subject to all applicable federal drug and alcohol testing requirements. Employees in these federally regulated positions must comply with all DOT testing procedures, including enrollment in a DOT-compliant random testing pool.