Human Resources
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Assistant Chief of Security

JOB CODE	JOB FAMILY	PROFILE
JCM502	**Correctional**	**Assistant Chief of Security**
PAY TYPE	**PAY RANGE**	**REVISION DATE**
Salary	**$89,128.00 - $140,733.00**	**September 2, 2026**

The Assistant Chief of Security plans, directs, manages, and oversees security operations and provides highly responsible and complex administrative support. The Assistant Chief of Security assumes full management responsibility for services and activities within their assigned area and serves as a key leader within the Metropolitan Detention Center (MDC).

Under the general direction of the Jail Administrator, responsible for planning, directing, managing and overseeing security and provide highly responsible and complex administrative support.

Job Description

DUTIES AND RESPONSIBILITIES

- Assumes full management responsibility for services and activities of the assigned area of responsibility. Recommends and administers policies and procedures.
- Manages the development and implementation of MDC goals, objectives, policies, and priorities for each assigned service area.
- Establishes appropriate service and staffing levels. Monitors and evaluates the efficiency and effectiveness of service delivery methods, procedures, and allocates resources accordingly.
- Plans, directs, and coordinates the MDC work plan through subordinate staff. Assign projects and areas of responsibility. Review and evaluate work methods and procedures. Meet with key staff to identify and resolve problems.

- Assess and monitor workloads, administrative and support systems, and internal reporting relationships. Oversee hardware and software upgrades and staff training needs.
- Select, train, motivate, and evaluate corrections personnel. Coordinate staff training, implement performance improvement plans, and initiate discipline or termination procedures as needed.
- Participate in the development and administration of the department's annual budget. Approves forecasts for staffing, equipment, materials, and supplies. Approve expenditures and implement necessary budget adjustments.
- Represents MDC to other divisions, departments, elected officials, and outside agencies. Coordinates assigned activities with other stakeholders, including external agencies and organizations.
- Explains, justifies, and defends MDC programs, policies, and operations. Negotiates and resolves sensitive or controversial issues.
- Attends and participates in professional meetings. Stays current with trends and innovations in corrections, criminology, social work, and related fields.
- Responds to and resolves complex and sensitive citizen inquiries and complaints.
- Assumes the responsibilities of the Assistant Chiefs or the Jail Administrator in their absence.
- Ensures the development, communication, implementation, and training related to Bernalillo County's Emergency Operations Plan (EOP). Authorize the execution of the EOP and ensure appropriate resources are available to protect residents, employees, and property within the County's jurisdiction.
- *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, social science, public administration, business administration, or a related field.
- Five (5) years of progressively responsible experience in the field of corrections.
- Three (3) years in a management 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 are performed indoors in a temperature-controlled environment.
- Some duties are performed outdoors, exposing the employee to natural weather conditions.
- May be exposed to intermittent noise, vibration, fumes, odors, contagious diseases, and potentially hostile or dangerous situations.
- Indoor surfaces are typically even (carpeted or tiled), dry, and may include stairs.
- Outdoor surfaces may be even or uneven, wet or dry, and may include natural ground, asphalt, or concrete.
- Outdoor duties may involve stairs, ladders, inclines, or hills.
- Employee is required to be on call in emergency situations.
- Work may involve a high level of stress and the operation of a vehicle.

EQUIPMENT, TOOLS, AND MATERIALS

- Equipment typically used in the performance of office duties includes telephone, computer, printer, two-way radios, and copy machine.
- Uses security equipment, restraint devices, mace, and weapons as needed, depending on assignment.
- Uses first aid kits, oxygen equipment, fire extinguishers, and other emergency or safety gear when required.
- Operates a county vehicle as assigned.
- Handles various forms, reports, writing instruments, and general office supplies in the performance of administrative duties.

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.