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

Social Services Manager (Senior Services)

JOB CODE	JOB FAMILY	PROFILE
JCM424	**Community & Recreational Services**	**Social Services Manager (Senior Services)**
PAY TYPE	**PAY RANGE**	**REVISION DATE**
Salary	**$78,582.00 - $124,093.00**	**July 22, 2026**

The Social Services Manager (Senior Services) manages, develops, and implements health promotion and substance abuse prevention programs. Responsibilities include strategic planning, preparing grant proposals, and coordinating the annual budget. Supervises staff, including hiring, training, performance assessment, coaching, discipline, and termination.

Job Description

DUTIES AND RESPONSIBILITIES

- Manages health initiatives within the Community Services Division, including developing, promoting, and implementing health and substance abuse prevention programs in accordance with federal, state, and other applicable policies, procedures, and regulations.
- Supervises staff, including hiring, training, administering corrective actions, managing performance, developing improvement plans, and handling separations in compliance with relevant laws, policies, and procedures.
- Coordinates budget preparation and manages program funds according to grant provisions and funding requirements.
- Evaluates the effectiveness and efficiency of program operations. Seeks new funding opportunities and develops grant proposals.
- Performs project management tasks, including conducting policy analysis and making recommendations.

- Manages the preparation of agenda items for the Board of County Commissioners, ensuring submissions are complete, well-organized, and clearly written. Review and provide comments on items prior to presentation to the Deputy County Manager.
- Oversees special projects and assigned division functions; directs staff as needed in those areas.
- Coordinates and implements health-related goals and plans.
- Serves on committees, task forces, and evaluation teams, as assigned.
- *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, Public Health, or a related field.
- Nine (9) years of work experience in professional, administrative capacity in general management, project management, program analysis, budgeting, or finance.
- Two (2) years in a managerial 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 duties are performed indoors in a temperature-controlled environment.
- Work typically takes place on an even, dry surface such as carpet or tile.
- Employee frequently works independently, with or without direct supervision.

EQUIPMENT, TOOLS, AND MATERIALS

- Equipment used includes a telephone, computer, printer, copy machine, and other standard office devices.
- Materials handled include files, forms, reports, and various office supplies.

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.