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Special Projects Coordinator

JOB CODE	JOB FAMILY	PROFILE
JCP334	**Business Services & Support**	**Special Projects Coordinator**
PAY TYPE	**PAY RANGE**	**REVISION DATE**
Salary	**$61,339.00 - $96,866.00**	**November 6, 2026**

The Special Projects Coordinator conducts fiscal impact, cost/benefit, project, and program analyses, and coordinates the implementation of special projects, including the preparation and evaluation of proposals and compliance monitoring. Provides technical assistance and serves as a liaison for associated projects. Administers and acts as a liaison to individuals on various committees and community groups. Assists individuals and organizations with concerns and coordinates partnership process improvement initiatives. Serves as the primary contact on various committees. Develops program and fiscal impact reports and position papers.

EMERGENCY COMMUNICATIONS

The Emergency Communications Special Projects Coordinator supports the effective and efficient operation of the 911 Emergency Communications Center through the coordination, development, and implementation of strategic initiatives, special projects, and operational improvements. Assists leadership with the planning, implementation, and oversight of public safety communication technologies and systems, including Computer-Aided Dispatch (CAD), 911 telephone systems, Next Generation 911 (NG911), radio communications, Geographic Information Systems (GIS), and related technologies. Coordinates and supports training, quality assurance, policy development, process improvement, and collaboration with internal departments, public safety agencies, and community partners. Serves as the designated Terminal Agency Coordinator (TAC), ensuring the protection of sensitive criminal justice information and compliance with National Crime Information Center (NCIC) and Criminal Justice Information Services (CJIS) requirements. Promotes technology modernization, regulatory compliance, operational efficiency, and continuous improvement to support reliable, effective, and responsive emergency communication services.

Job Description

DUTIES AND RESPONSIBILITIES

- Conduct fiscal impact, cost/benefit, project, and program analyses, and coordinate the implementation of special projects.
- Manage special project functions, including the preparation and evaluation of proposals and compliance monitoring; provide technical assistance and serve as the County liaison for associated projects.
- Coordinate and conduct feasibility studies and economic impact analysis of projects.
- Identify areas for strategic improvement; develop and implement improvement plans; monitor and report on results.
- Analyze proposed and pending local, state, and federal legislation; develop program and fiscal impact reports and position papers.
- Serve on committees, task forces, evaluation groups, and negotiating teams as assigned.
- Prepare agenda items, periodic and summary financial reports covering all areas of responsibility.
- Handle sensitive and/or confidential records, plans, documents, and decisions while maintaining strict confidentiality.
- Perform other duties as assigned. Duties may vary depending on the specific position and the proportion of time spent on each essential function.

FUNCTIONAL AREA

BEHAVIORAL HEALTH

- Serve as a liaison to five advisory boards and oversee the development and implementation of statistical plans. Conduct fiscal impact, cost/benefit, project, and program analyses; oversee contract compliance efforts; and coordinate the implementation of special projects assigned by the direct supervisor, including those involving systems re-engineering, performance monitoring, customer surveys, strategic improvement, and records management.
- Coordinate administrative functions related to contracts, including preparing Requests for Proposals (RFPs) and Service Requests, evaluating proposals, processing reimbursement requests, monitoring agency compliance with contract requirements, providing technical assistance, and serving as the County liaison for social service and/or other agencies.
- Identify areas for strategic improvement in County operations; develop and implement improvement plans; monitor and report on outcomes.
- Analyze proposed and pending local, state, and federal legislation; develop program and fiscal impact reports and position papers.
- Serve on or staff committees, task forces, evaluation groups, and negotiating teams assigned by the direct supervisor.
- Prepare agenda items and periodic and summary reports for all areas of responsibility.

- Handle sensitive and/or confidential records, plans, documents, and decisions, maintaining confidentiality of all sensitive information.
- Perform other duties as assigned. Specific responsibilities may vary by position and depend on the time allocated to each essential function.
- ***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.***

COMMUNITY PROGRAMS

- Act as an advocate and representative for the ABC Community School Partnership, reviewing inquiries and addressing the interests and concerns of special groups and the public.
- Conduct fiscal impact, cost/benefit, project, and program analyses; coordinate the implementation of special projects assigned by the ABC Executive Director, including initiatives involving systems re-engineering, performance monitoring, strategic improvement, and records management.
- Follow up on public inquiries through investigation, meetings, written correspondence, email, or phone communication; make appropriate referrals and collaborate with Bernalillo County departments and/or external agencies to resolve issues.
- Coordinate administrative functions related to ABC Community School Partnership contracts, including preparing RFPs, evaluating proposals and deliverables, processing reimbursement requests, monitoring compliance, providing technical assistance, and serving as the ABC liaison to social service and other agencies.
- Maintain consistent and professional communication with the Bernalillo County Board of County Commissioners, County leadership, and the ABC Community School Partnership Board of Directors, including the preparation of status reports.
- Identify areas for strategic operational improvement; develop and implement action plans; monitor and report on results.
- Meet with interest groups and constituents; attend public forums and meetings to gather input on community school development and community needs.
- Serve on committees, task forces, evaluation groups, and negotiating teams as assigned by the ABC Executive Director.
- Prepare agenda items and periodic and summary reports related to all areas of responsibility.
- Coordinate, collaborate with, and may direct the work of professional and technical staff within the County and with external partners.
- Manage special projects assigned by the Executive Director, including supervising and directing staff as needed for project success.
- Handle sensitive and/or confidential records, plans, documents, and decisions while maintaining strict confidentiality.
- ***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.

ECONOMIC DEVELOPMENT - HOUSING

- Coordinate and implement special projects supporting housing development and operations.
- Conduct feasibility analyses, fiscal impact studies, and project evaluations.
- Monitor contract and regulatory compliance for housing programs and developments.
- Oversee third-party property management to ensure effective operations and contract adherence.
- Track occupancy, budgets, and capital plans to preserve affordable housing assets.
- Support site acquisition, underwriting, and financing for mixed-use and rental housing projects.
- Manage real estate closings, construction progress, and development timelines.
- Coordinate fiscal activities, including grant management, invoicing, and budget monitoring.
- Ensure compliance with State and Federal grant requirements and support audits.
- Analyze economic development initiatives, including Private Revenue Bond (PRB) applications, for housing benefits.
- Promote partnerships and support interdepartmental coordination on strategic initiatives.
- Coordinate with project-specific personnel, consultants, and contractors.
- Support internal communication and step into operational roles as needed to meet project goals.
- Represent the Economic Development - Housing Division in public, community, and business settings.
- Maintain confidentiality of sensitive documents and project records.
- ***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.***

ECONOMIC DEVELOPMENT

- Review economic development projects, including but not limited to Industrial Revenue Bonds (IRBs), Local Economic Development Act (LEDA) grants, and other financing initiatives. Liaise with the State Economic Development Department as needed to implement state grants, ensure compliance with reporting requirements, review submitted invoices, and validate funding requests in accordance with the Economic Development Financing Policy and Procedures.
- Coordinate the implementation of economic development grant awards, including developing grant budgets, managing reporting requirements, and overseeing funding disbursement to awardees.
- Invoice economic development projects for payments due to the County.
- Monitor accounts receivable related to department-issued invoices.
- Track and monitor State and Federal policies affecting economic development projects.

- Ensure compliance and maintain audit readiness of project files within the department.
- Manage processes related to various department contracts and sponsorships.
- Utilize accounting-based software to manage economic development projects with a high level of detail and accuracy.
- Serve as the Department Liaison for FilmBernCo, as assigned.
- Serve as the Department Budget Liaison, as assigned.
- Provide support to other department staff, as needed.
- Represent the Bernalillo County Economic Development Department at community and business events.
- Clearly communicate economic development processes and procedures to the public, partner organizations, and policymakers.
- Handle sensitive and/or confidential records, plans, documents, and decisions, always maintaining strict confidentiality.
- ***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.***

HOUSING

- Conduct fiscal impact, cost/benefit, project, and program analyses; coordinate the implementation of special projects.
- Coordinate special project functions, including the preparation and evaluation of proposals and compliance monitoring; provide technical assistance for associated projects.
- Coordinate and conduct feasibility studies and economic impact analyses.
- Identify opportunities for strategic improvement, develop plans to implement changes, oversee execution, and monitor and report on results.
- Analyze proposed and pending local, state, and federal legislation; develop program and fiscal impact reports and position papers.
- Serve on committees, task forces, evaluation groups, and negotiating teams as assigned.
- Prepare agenda items, as well as periodic and summary financial reports for all areas of responsibility.
- Handle sensitive and/or confidential records, plans, documents, and decisions while maintaining strict confidentiality.
- ***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.***

HUMAN RESOURCES

- Coordinate special projects and strategic initiatives assigned by the Chief Human Resources Officer (CHRO) or designee, including those involving workforce planning, organizational effectiveness, employee experience, HR systems, and departmental operations.
- Conduct fiscal impact, cost-benefit, feasibility, project, and program analyses for Human Resources initiatives. Identify financial and operational implications, potential savings, and efficiencies to inform leadership decisions.
- Review Human Resources processes and practices to identify opportunities for improvement; develop action plans and assess their results.
- Develop project proposals, plans, schedules, performance measures, and compliance monitoring activities. Provide technical assistance and serve as a liaison among Human Resources, other County departments, external agencies, consultants, and service providers.
- Support departmental strategic plans and Countywide initiatives involving Human Resources by tracking milestones, deliverables, and outcomes; identifying barriers; and recommending corrective actions.
- Support quality assurance and operational compliance by reviewing internal controls, identifying risks, tracking corrective actions, and promoting consistent HR practices.
- Research proposed and pending local, state, and federal legislation, regulations, and policy changes affecting Human Resources. Consult with subject matter experts and prepare impact analyses, recommendations, and position papers for leadership.
- Facilitate HR technology, workflow automation, data management, and system enhancement projects in partnership with Information Technology and other stakeholders.
- Assist with Requests for Proposals (RFPs), contracts, professional services agreements, and related procurement activities; monitor project deliverables, expenditures, vendor performance, and compliance.
- Represent Human Resources on committees, task forces, evaluation groups, working groups, and negotiating teams as assigned. Gather stakeholder input, document recommendations, and facilitate follow-up.
- Support organizational change associated with HR initiatives through stakeholder engagement, communications, training, and implementation readiness activities.
- Prepare and present updates, agenda items, executive briefings, fiscal analyses, dashboards, and reports for the CHRO, County leadership, and other stakeholders.
- Collaborate with HR leadership, staff, and other County departments to clarify responsibilities, resolve issues, and move assigned initiatives forward.
- Maintain confidentiality of sensitive employee, personnel, financial, and project information in accordance with applicable laws, regulations, records retention requirements, and County policies.
- ***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.***

PUBLIC WORKS

- Serve as the Subject Matter Expert (SME) for energy efficiency and sustainability to both internal and external departments.

- Participate in the development and implementation of long-range plans and programs aimed at reducing energy consumption and improving employee awareness of energy use and cost-saving practices.
- Identify opportunities for the County to collaborate with the community to educate, promote, and implement renewable energy projects.
- Manage assigned programs within the Fleet and Facilities Management Department; monitor compliance with local, state, and federal energy standards and cost-effective conservation measures; recommend and administer related policies and procedures.
- Provide strategic planning support and regulatory guidance to upper-level management on proposed and ongoing projects; participate in the selection and management of professional consultants; ensure adherence to County guidelines in all program areas.
- Represent and defend energy and sustainability programs, policies, and activities; negotiate and resolve complex or controversial issues.
- Attend and participate in professional meetings; remain informed of emerging trends and innovations in energy and sustainability.
- Conduct internal and external project plan reviews.
- Conduct fiscal impact, cost/benefit, project, and program analyses; coordinate the implementation of special projects.
- Coordinate special project functions, including proposal development, evaluation, and compliance monitoring; provide technical assistance and serve as the County liaison for associated projects.
- Conduct feasibility studies and economic impact analysis.
- Identify opportunities for strategic improvements; develop and implement improvement plans; monitor outcomes and report on progress.
- Analyze proposed and pending legislation at the local, state, and federal levels; develop program and fiscal impact reports and position papers.
- Serve on committees, task forces, evaluation groups, and negotiating teams as assigned.
- Prepare agenda items, financial summaries, and periodic reports on all areas of responsibility.
- Handle sensitive or confidential records, plans, documents, and decisions with the highest level of discretion and confidentiality.
- Perform other related duties as assigned. The specific allocation of responsibilities may vary based on the percentage of time devoted to each essential function.
- ***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.***

LEGAL

- Coordinate legal department initiatives from planning through completion, including timelines, milestones, and deliverables.

- Track contracts, amendments, renewals, approvals, and execution status.
- Gather statutes, case law, regulations, and supporting documentation for legal staff.
- Assist with drafting, updating, and distributing legal department policies, procedures, and standard operating guidelines.
- Organize, maintain, and archive legal files while ensuring confidentiality and compliance with records retention requirements.
- Track regulatory requirements, reporting deadlines, and compliance initiatives across the organization.
- Monitor legal department budgets, process invoices, coordinate with outside counsel, and manage vendor contracts.
- Develop reports, dashboards, and metrics on litigation, grievances, contracts, legal expenditures, and project status.
- Serve as the liaison between Legal and other departments such as Human Resources, Finance, Operations, Risk Management, and Executive Leadership.
- Implement and maintain legal management software, document automation tools, and workflow improvements to increase efficiency.
- Manage high-priority projects assigned, including confidential initiatives, strategic planning efforts, and organizational change projects.
- Maintain databases of claims, lawsuits, settlements, and notices of claim, while preparing status reports for leadership.
- Work with departments to gather reports, witness statements, photographs, video, and other evidence related to incidents that may result in litigation.
- Serve as the administrative liaison with outside counsel by coordinating document requests, invoices, case updates, and scheduling.
- Assist with issuing, tracking, and documenting litigation holds to preserve records and electronically stored information.
- Support the legal department with sensitive assignments requiring discretion, sound judgment, and strict confidentiality.
- ***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.***

EMERGENCY COMMUNICATIONS

- Coordinates, plans, and implements strategic projects and initiatives to support the operational effectiveness, efficiency, and continuous improvement of the 911 Emergency Communications Center.
- Provides project management and administrative support to department leadership, including developing project plans, coordinating resources, monitoring project milestones, tracking deliverables, and evaluating

project outcomes.

- Coordinates Computer-Aided Dispatch (CAD) system upgrades, updates, enhancements, testing, implementation, and ongoing system improvements in collaboration with technology vendors, Information Technology personnel, and public safety stakeholders.
- Coordinates technology initiatives and system improvements involving 911 telephone systems, Next Generation 911 (NG911), radio communications, Geographic Information Systems (GIS), and other public safety communications technologies.
- Monitors technology projects, system performance, and operational requirements to identify opportunities for improvement, support system modernization, and ensure technology solutions meet the needs of emergency communications operations.
- Collaborates with internal departments, municipal and regional public safety agencies, technology providers, and community partners to coordinate projects, resolve operational issues, and facilitate the implementation of shared initiatives.
- Assists in developing, reviewing, updating, and implementing policies, procedures, guidelines, and operational standards to promote consistency, accountability, regulatory compliance, and effective service delivery.
- Supports the development, coordination, and evaluation of employee training programs related to operational procedures, technology implementations, system enhancements, and regulatory requirements.
- Coordinates and supports quality assurance and quality improvement initiatives by reviewing processes, identifying performance trends, evaluating operational practices, and recommending corrective actions and improvements.
- Serves as the designated Terminal Agency Coordinator (TAC), overseeing compliance with National Crime Information Center (NCIC), Criminal Justice Information Services (CJIS), and applicable state and federal criminal justice information security requirements.
- Coordinates criminal justice information security compliance activities, including required documentation, personnel compliance requirements, audits, inspections, training, and corrective action plans.
- Serves as a liaison between the 911 Emergency Communications Center, criminal justice agencies, regulatory authorities, and other authorized entities regarding terminal operations, access, and information security compliance.
- Researches, analyzes, and evaluates emerging public safety communications technologies, industry standards, regulatory requirements, and operational best practices to support strategic planning and informed decision-making.
- Prepares project reports, presentations, assessments, recommendations, and other documentation for department leadership regarding project status, technology initiatives, operational improvements, and compliance activities.
- Assists with identifying operational needs, evaluating resource requirements, and coordinating implementation strategies to strengthen emergency communications capabilities and service delivery.
- ***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, Economics, Systems Engineering, or a related field.
- Five (5) years of related work experience in a professional role in social work, general management, project management, program analysis, budgeting, and/or finance.

Any equivalent combination related to education and/or experience may be considered for the above requirements.

HOUSING

- Bachelor's degree in Public Administration, Urban Planning, Real Estate Development, Finance, Business Administration, or a related field.
- Five (5) years of progressively responsible experience in affordable housing, real estate development, project coordination, or public-sector program administration.
- To include three (3) years of experience involving project management, financial analysis, or oversight of complex regulatory compliance or development initiatives.

Any equivalent combination related to education and/or experience may be considered for the above requirements.

HUMAN RESOURCES

- Bachelor's degree in Human Resources Management, Business Administration, Organizational Development, or a related field.
- Five (5) years of experience in human resources, project coordination, or program administration, including involvement in initiatives that support workforce programs, HR operations, or organizational improvements.

Any equivalent combination related to education and/or experience may be considered for the above requirements.

PUBLIC WORKS

- Bachelor's degree in Environmental Health or Science; Energy Resource Management; Architecture (with a concentration in environmental design and sustainability); Civil or Environmental Engineering; Sustainability; or related field.
- Five (5) years of experience in management of environmental and/or sustainability programs.

Any equivalent combination related to education and/or experience may be considered for the above requirements.

EMERGENCY COMMUNICATIONS

- Bachelor’s degree in Public Administration, Business Administration, Emergency Management, Information Technology, Information Systems, Communications, Systems Engineering, or a related field.
- Five (5) years of related professional work experience in project management, program coordination, public safety operations, emergency communications, technology systems administration, business process improvement, program analysis, policy development, budgeting, and/or organizational management.

SUPPLEMENTAL INFORMATION

PREFERENCES

BEHAVIORAL HEALTH

- Master's Degree preferred in social work, counseling, psychology, or public health.

HOUSING

- Experience with project tracking systems, accounting software, and Microsoft Office Suite.
- Experience working with affordable housing regulations, real estate finance structures (equity and debt), and public-private partnerships.

PUBLIC WORKS

- Operations, services, and activities of a comprehensive energy management/sustainability program.
- Principles and practices of program development and administration.
- Renewable energy and sustainability issues, and programs.
- Principles and practices of renewable energy and sustainability program development and administration.
- Methods and techniques of energy conservation.
- Pertinent Federal, State, and local laws, codes, and regulations governing the assigned area of renewable energy and sustainability development.
- Principles and practices of municipal budget preparation and administration.
- Sustainable development practices and standards.

SCREENING AND COMPLIANCE

The offer of this Bernalillo County position requires compliance with the following:

- Successful completion of a post-offer employment medical examination.
- 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.