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Strategic Program Manager

JOB CODE	JOB FAMILY	PROFILE
JCP419	**Business Services & Support**	**Strategic Program Manager**
PAY TYPE	**PAY RANGE**	**REVISION DATE**
Salary	**$69,451.00 - $109,720.00**	**March 27, 2026**

The Strategic Program Manager manages, plans, and coordinates activities and operations to accumulate funding for various Capital Improvement Program (CIP) Infrastructure Projects and associated initiatives. Performs multiple technical and organizational functions to include budgeting, strategic planning, troubleshooting, and developing procedural recommendations for continuous improvement. Serves as the main point of contact to external agencies, county divisions and departments, and the public to resolve issues and assists with funding implementation. Works with Directors and Management to assure compliance with federal, state, and local laws, codes and regulations involving funding processes.

Job Description

DUTIES AND RESPONSIBILITIES

- Manages, directs, coordinates, and trains the work of division staff in all duties related to Bernalillo County's CIP and State of New Mexico ICIP processes.
- Oversees the grant management for all legislative capital outlay appropriations
- Conducts training, develops curriculums and provides support to County project managers and budget officers to explain County policies and procedures as they relate to the Capital Improvement Program, its associated initiatives, and State of New Mexico capital funding requirements.
- Ensures departments are within compliance with federal, state, and local laws, codes and regulations throughout CIP's program processes.

- Serves as the County's main point of contact between departments and the State of New Mexico regarding legislative appropriations and grant agreements.
- Maintains a collaborative relationship with external funding agencies by working with management staff and developing corrective action plans when needed.
- Works with County departments in developing, preparing, and presenting information on funding needs for the general obligation bond cycle and voters' approval, works closely with the County's Bond Advocacy Committee and Commission on finalization and approval of the biennial bond package needed for the general election ballot.
- Develops anti-donation compliance letters, trains departments on anti-donation compliance and reviews third party agreements.
- Oversees the coordination, scheduling and budgeting of new capital project appropriations in conjunction with Budget staff for Commission approval.
- Attends Directors/ management meetings and maintains extensive knowledge of the County's capital projects/special projects including buildings, public safety, fleet, transportation, storm drainage, park and recreation.
- Attends Directors/ management meetings and provides updates and guidance. Formulates funding recommendations to complete county projects regarding the CIP program.
- Works with the budget staff on preparing the annual budget book.
- Coordinates fiscal planning for all sources of capital funding and assists in CIP program development and improvement.
- Collaborates with staff and lobbyists to update the county's CIP, state's ICIP and completes legislative requests, by identifying future funding needs, legislative language and scope of work.
- Monitors state legislation for funding allocations to the County
- Ensures the State Capital Outlay funding is monitored and reported according to the State of New Mexico's requirements in their CPMS database.
- Coordinates with state agencies on execution of all appropriations and resolves issues pertaining to department grant management including notice of obligations, payment requests and all other submittals needed by the state until close out of all grants.
- Prepares, organizes and compiles statistical data on all projects for annual and biennial plans; creates modified reports as required.
- Prepares ordinances, resolution, agenda items and other documents for presentation and adoption by the County Planning Commission and the board of County Commissioners.
- Acts as a department representative on various planning initiatives and other planning projects; attends evening meetings as needed.
- ***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 Business Administration, Program Management or related field.
- Eight (8) years directly related experience with two (2) years as a program coordinator.

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

- Duties are performed 85% indoors and 15% outdoors, which entails exposure to extremes of weather conditions.
- Indoor duties are performed in a temperature-controlled environment on an even carpeted or tiled surface.
- Outdoor duties may be performed on even and uneven surfaces which may be wet or dry. Surfaces may be inclined or flat, and range from natural undisturbed soil to gravel, asphalt or concrete.
- Often works alone both with and without directions from supervisor.
- May perform duties alone or as part of a group.

EQUIPMENT, TOOLS, AND MATERIALS

- Telephone, two-way radio, calculator/adding machine, measuring devices, photocopier, fax machine, camera, paper forms, writing instruments and computer are used in performance of duties.
- Employee uses county vehicles in traveling from site to site throughout the County.
- Worker in performance of outdoor duties used safety vest and hard hat.