Human Resources
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Transition Planning Services Manager

JOB CODE	JOB FAMILY	PROFILE
JCM332	**Health and Social Services**	**Transition Planning Services Manager**
PAY TYPE	**PAY RANGE**	**REVISION DATE**
Salary	**$69,451.00 - $109,720.00**	**March 27, 2026**

The Transition Planning Services Manager oversees the Transition Planning and Re-entry Resource Center program to improve public safety and public health outcomes for individuals returning to the community from jail. Provides case management and transition planning services at the Metropolitan Detention Center (MDC) and after release. Manages service provider performance, ensures program compliance with laws and policies, measures outcomes, negotiates contracts, develops reports, and responds to agency inquiries. Supervises staff, including hiring, training, coaching, evaluating performance, and handling disciplinary actions.

Job Description

DUTIES AND RESPONSIBILITIES

- Administers and oversees the Transition Planning and Re-entry Resource Center program and manages contracted service providers.
- Monitors and evaluates program elements and provider performance to ensure services meet the needs of the re-entry population.
- Oversees transition planning at MDC, ensuring timely assessments, complete transition plans, and coordination with jail-based services and community partners.
- Maintains a clean, welcoming Re-entry Resource Center that supports returning citizens.
- Identifies service gaps and design solutions by researching best practices, seeking funding, and engaging stakeholders.

- Evaluates and improves case management and transition planning processes, policies, and procedures.
- Builds and maintains partnerships with stakeholders to reduce recidivism and improve access to medical, mental health, substance abuse treatment, and other critical services.
- Monitors service quality, fidelity, and compliance; evaluates outcomes and recommends improvements.
- Conducts research, analyzes challenges, proposes policies, and plans program enhancements.
- Supervises County staff; guides contracted providers in staffing and oversight.
- Collaborates with MDC, criminal justice agencies, providers, and other entities to improve program operations and contributes to broader system improvements.
- Defines services for RFIs, RFPs, and contracts; manage contract compliance in line with procurement policies.
- Explores and plans for the adoption of best practices, funding opportunities, and program expansions.
- ***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 Social Work, Counseling, Human Services, Public Administration, Public Health, Sociology, or a related field.
- Six (6) years of work experience in social services related programs, psychology, social work, probation/parole, or a related field.
- Two (2) years of experience 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

- Frequently works independently, with or without direct supervision.
- May require flexible work hours.
- Occasionally works inside a correctional facility, requiring orientation and safety training.

EQUIPMENT, TOOLS, AND MATERIALS

- Uses standard office equipment, including a vehicle, telephone, computer, copier, and fax machine.
- Handles files, reports, forms, and various office supplies in the performance of duties.