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Undersheriff

JOB CODE	JOB FAMILY	PROFILE
JCM802	**Executive Management**	**Undersheriff**
PAY TYPE	**PAY RANGE**	**REVISION DATE**
Salary	**$145,787.00 - $218,692.00**	**November 4, 2026**

The Undersheriff assists in planning, organizing, managing, and overseeing all functions and activities of the Sheriff's Office, including law enforcement and corrections programs. Provides expert guidance to County leadership; develops and implements goals, objectives, policies, procedures, work standards, and internal controls; supports training and development for staff; and performs related duties as assigned.

Job Description

DUTIES AND RESPONSIBILITIES

- Supports the Sheriff with administrative and management functions.
- Participates in the development and administration of the Sheriff's Office budget; forecasts staffing, equipment, and supply needs; approves expenditures and budget adjustments.
- Plans, schedules, supervises, and directs law enforcement, corrections, civil, and public administrator functions through sworn and non-sworn staff.
- Selects, trains, motivates, and evaluates staff; coordinates training; addresses performance issues and implements disciplinary actions when necessary.
- Collaborates with the Sheriff, other County departments, and public or private organizations to develop and implement programs that address law enforcement and related issues.
- Interprets and communicates County regulations, ordinances, codes, and laws to staff.

- Builds cooperative relationships and mutual aid agreements with County departments, community partners, and law enforcement agencies.
- Prepares and delivers reports and presentations to the County Commission, County management, and external agencies.
- Improves the quality of services by developing and updating policies and procedures; monitors service delivery for efficiency and effectiveness; recommends and implements improvements.
- Oversees the development of systems and standards for program evaluation; tracks legal and operational developments and updates policy and procedures accordingly.
- Advises the Sheriff and staff on departmental operations and policy matters.
- Acts on behalf of the Sheriff when requested or in the Sheriff's absence.
- ***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, Management, Public Administration, Criminology, Psychology, or a related field.
- Fourteen (14) years of directly related work experience.
- Ten (10) years of Management experience in field operations and criminal investigations and experience with officer-involved shootings and Department of Justice (DOJ).

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

- Performs all essential duties indoors.
- Works in a temperature-controlled environment.
- Works on even surfaces, such as carpet or tile; surfaces are typically dry.
- Often works alone, with or without direct supervision.
- May be exposed to graphic or vulgar language, explicit photographs, and the stress of interviewing suspects or victims/witnesses of violent crimes.
- Required to be on call on a rotating basis and may report to work during nighttime or early morning hours. May be assigned to any site within the Criminal Investigations Division as needed.

EQUIPMENT, TOOLS, AND MATERIALS

- Uses standard office equipment, including telephone, computer, printer, keyboard, copy machine, and recording equipment.
- Handles materials such as files, forms, reports, paperwork, and basic 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.