



Human Resources

505.468.1500 

415 Silver, 5th Floor 
Albuquerque, New Mexico 87102

HR@bernco.gov 
www.bernco.gov

Webmaster

JOB CODE	JOB FAMILY	PROFILE
JCP337	Communications and Public Affairs	Webmaster
PAY TYPE	PAY RANGE	REVISION DATE
Salary	\$61,339.00 - \$96,866.00	June 5, 2026

The Webmaster provides administrative and technical management of all facets of the Bernalillo County website, including format, functionality, and promotion of web activities. Maintains, installs, and operates television, professional video, and audio-visual systems and equipment. Provides technical oversight to the County's website development team. Maintains site standards and ensures consistency with new website development. Organizes and meets with internal and community focus groups to gather feedback for the County's website team. Works under rigid deadlines with strong attention to detail.

Job Description

DUTIES AND RESPONSIBILITIES

- Create, develop, and manage content for Bernalillo County's website, ensuring adherence to site standards.
- Coordinate website projects across County departments; collaborate with cross-department teams to maintain and develop content and calendars for all website properties.
- Oversee and implement site design and content improvements, including graphic design, layout, and navigation.
- Develop and generate reports detailing website usage, changes, and updates; recommend improvements based on findings.
- Lead discussions with County departments, elected offices, and community agencies to identify needs and recommend improvements to the County website.

- Stay current with evolving web technologies.
- Analyze website analytics and metrics to guide enhancements and recommend actions based on usage trends.
- Collaborate with the IT web development team to market and promote web development activities county-wide.
- Supervise and coordinate website-related contributions to ensure accuracy, consistency, and timely updates without direct supervision of personnel.
- Handle sensitive and/or confidential records, plans, documents, or decisions that require discretion and 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.***

MINIMUM QUALIFICATIONS

- Bachelor's Degree in Marketing, Information Technology, Journalism, Communications, or related field.
- Five (5) years of work experience in broadcasting, graphic design, web publication, video, and film production, and/or photography.
- ****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.
- 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

- All essential duties are performed indoors.
- Duties are performed in a temperature-controlled environment.
- Duties are performed on an even surface, which may be carpeted or tiled. The working surface is typically dry.
- Worker often works alone, both with and without directions from a supervisor.

EQUIPMENT, TOOLS, AND MATERIALS

- Equipment typically used in the performance of office duties includes a telephone, a computer keyboard, a computer printer, a typewriter, a photocopy machine, a facsimile machine, and a calculator.
- Materials and products handled in the course of performing essential duties include files, forms, reports, various other paperwork, and a wide variety of basic office supplies.