Human Resources
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Chief Operating Officer

JOB CODE	JOB FAMILY	PROFILE
JCM707	**Business Services & Support**	**Chief Operating Officer**
PAY TYPE	**PAY RANGE**	**REVISION DATE**
Salary	**$125,549.00 - $188,324.00**	**August 21, 2025**

This Chief Operating Officer serves as a key member of the County Manager's Executive Staff with authority over a wide range of management and operational assignments and special projects. The position provides oversight and guidance for high-priority projects and supports the County Manager by acting as a liaison with members of the leadership team, including Deputy County Managers and Department Directors. The Chief Operating Officer represents the County Manager as needed, including in meetings with Commissioners and elected officials. This position is responsible for coordinating critical activities and performing strategic and administrative functions in support of the County Manager while maintaining continuous communication with them. The role involves handling a high volume of confidential and sensitive information, requiring discretion and the ability to maintain strict confidentiality.

Job Description

DUTIES AND RESPONSIBILITIES

- Oversee operations of the County Manager's Office and related services, ensuring effective communication with key stakeholders and staff.
- Identify opportunities to improve service delivery and internal processes, and collaborate with management to implement changes.
- Lead the development and execution of strategies and objectives to support organizational goals.
- Participate in planning and evaluating business goals, long-term objectives, budgets, and policies.
- Monitor trends that impact services and recommend improvements.

- Oversee legislative and administrative tasks, ensuring deadlines are met and staff receive proper training and support.
- Support budget development and management, monitor expenditures, and recommend adjustments as needed.
- Manage the County Manager's Office budget, focusing on performance metrics and regulatory compliance.
- Lead or assist with special projects as directed by the County Manager.
- Collaborate with Deputy County Managers on initiatives affecting their divisions.
- Serve as a liaison between the County Manager and Deputy County Managers to ensure follow-up on key action items.
- Develop and implement policies and guidelines aligned with organizational and regulatory requirements.
- Represent the County Manager at presentations, meetings, and public engagements as needed.
- Coordinate cross-departmental projects to promote collaboration and efficiency.
- Prepare reports and analyses to support executive decision-making.
- Foster positive working relationships across the organization and with external stakeholders.
- Promote staff development and a collaborative, results-driven work environment.
- Manage multiple priorities effectively to ensure timely completion of tasks.
- Coordinate interdepartmental efforts to support smooth operations and efficient service delivery.
- Interface comfortably with senior officials and community members.
- Perform related duties to support the mission and goals of Bernalillo County Government.
- Serve on committees, task forces, evaluation groups, and negotiation teams as assigned.
- Maintain confidentiality when handling sensitive records, documents, plans, or decisions.
- *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, or a related field.
- Ten (10) years of work experience in general management or project management.
- Four (4) years in a managerial position.

*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:

- Successfully complete the post-offer employment medical examination and background investigation.
- Comply with the safety guidelines of the County.
- Complete required FEMA training(s) as assigned to the position.
- Complete required supervisor classes, if applicable.
- Possess a valid New Mexico driver's license by the employment date and maintain it while employed in this position.

WORKING CONDITIONS

- Duties are performed indoors in a temperature-controlled environment.
- Duties are performed on an even, typically dry surface, such as concrete, tile, or carpet.
- Work is conducted with a select team without direct supervision and may at times involve working with a large group.
- May be required to work extended hours.

EQUIPMENT, TOOLS, AND MATERIALS

- Equipment typically used includes a telephone, computer, printer, and copy machine.
- May occasionally drive a County vehicle.