



Human Resources

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Purchasing Contract Officer

JOB CODE	JOB FAMILY	PROFILE
JCP440	Financial Services	Purchasing Contract Officer
PAY TYPE	PAY RANGE	REVISION DATE
Salary	\$69,451.00 - \$109,720.00	September 2, 2026

The Purchasing Contract Officer provides strategic oversight, coordination, and continuous improvement of the County's contract administration and management program by developing and maintaining countywide policies, standardized templates, contract language, procedures, and best practices to ensure consistent and compliant administration under all applicable procurement laws and regulations. Serving as the County's subject matter expert for pre- and post-award contract administration, the position collaborates with internal departments and external partners to enhance contract performance, reduce risk, support the Contract Management System, and promote accountability throughout the contract lifecycle.

Job Description

DUTIES AND RESPONSIBILITIES

- Develop, implement, and maintain standardized County contract templates, language, clauses, exhibits, forms, and related resources, and establish a centralized repository of approved templates, clauses, policies, procedures, and contract administration guidance for Countywide use.
- Coordinate and collaborate with County departments to establish consistent contract provisions that reduce risk, improve compliance, increase administrative efficiency, and ensure effective contract administration and consistent business practices.
- Review and recommend revisions to contract documents, policies, procedures, and ordinances to ensure compliance with the County's Procurement Ordinance, applicable provisions of the New Mexico Procurement Code, federal and state laws, regulations, audit findings, judicial decisions, and industry best practices.

- Develop, implement, and administer the Countywide contract management and contract lifecycle management program, including standardized contract administration processes from award through closeout.
- Coordinate contract administration activities, including amendments, renewals, extensions, assignments, terminations, contract transitions, and maintenance of required contract documentation.
- Monitor compliance with contractual obligations, policies, procurement laws, grant requirements, and applicable regulations through reviews, assessments, and performance monitoring, and develop and administer contractor performance evaluation and corrective action programs to ensure contractual service levels and deliverables are achieved.
- Identify contractual, financial, legal, and operational risks, recommend corrective actions, assist in resolving contract disputes, non-compliance issues, contract interpretation matters, and coordinate responses to audits.
- Serve as the County's subject matter expert on contract administration, providing consultation, technical assistance, and guidance to departments on contract lifecycle management and the appropriate use of standardized agreements.
- Develop and deliver Countywide training, guidance documents, manuals, and educational resources related to contract administration policies, procedures, and best practices.
- Develop contract administration performance metrics, key performance indicators, compliance monitoring tools, and reporting mechanisms to evaluate program effectiveness and accountability.
- Prepare reports, analyses, and recommendations for executive leadership regarding contract performance, compliance, operational improvements, and continuous process enhancement.
- Participate in County committees, workgroups, and special projects related to procurement and contract administration, and perform other related duties as assigned.
- ****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, Public Administration, Contract Management, Procurement, Finance, Law, or a related field.
- Eight (8) years of progressively responsible experience in public procurement, contract administration, contract management, governmental contracting, or a closely related field.
- Two (2) years in a supervisory role.
- Experience interpreting and applying procurement ordinances, contract provisions, and applicable regulatory requirements.

****Any equivalent combination of related education and/or experience may be considered for the above requirements.***

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 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 terminal, and a computer printer, computer keyboard, a photocopy machine, a fax 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.