



Human Resources

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Housing and Economic Development Department Director

JOB CODE	JOB FAMILY	PROFILE
JCM806	Economic, Community, and Business Development	Housing and Economic Development Department Director
PAY TYPE	PAY RANGE	REVISION DATE
Salary	\$145,787.00 - \$218,692.00	September 10, 2026

The Director II - Housing and Economic Development Department is responsible for integrating the County's housing, economic development, housing development, and Housing Authority functions into a coordinated portfolio of programs, investments, and initiatives. The position provides strategic and operational leadership to advance housing opportunity, economic growth, community investment, and long-term sustainability.

Job Description

DUTIES AND RESPONSIBILITIES

- Provides integrated strategic leadership across housing, economic development, housing development, and Housing Authority programs to advance coordinated County priorities.
- Develops and implements strategies that connect housing production and preservation with economic development, employment, infrastructure, community revitalization, and investment.
- Oversees complex housing and economic development initiatives from concept, planning, and feasibility through financing, implementation, and long-term operations.
- Evaluates development and investment opportunities and recommends projects and investments based on financial feasibility, public benefit, risk, market conditions, and alignment with County priorities.
- Develops financing and investment strategies that leverage County, federal, state, and private resources to expand housing and economic development capacity.

- Structures and leads public-private partnerships, joint ventures, and intergovernmental collaborations to advance strategic development and investment objectives.
- Provides strategic oversight of County-owned and managed housing assets, including preservation, rehabilitation, redevelopment, financial sustainability, and long-term portfolio performance.
- Oversees Housing Authority programs and HUD-funded activities, ensuring effective program delivery, regulatory compliance, fiscal stewardship, and alignment with broader County housing goals.
- Builds and maintains strategic relationships with developers, financial institutions, housing providers, businesses, nonprofits, governmental agencies, residents, and community partners to advance County priorities.
- Monitors portfolio and program performance, budgets, funding, market conditions, regulatory requirements, and emerging risks; identifies issues and directs corrective or strategic actions as needed.
- Advises County leadership and the County Commission on housing needs, economic conditions, development and investment opportunities, policies, and funding priorities.
- Develops policies, procedures, and performance measures that strengthen accountability, efficiency, equity, and effective stewardship of public resources.
- ****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 Urban Planning, Public Administration, Business Administration, Real Estate Development, Finance, or a related field.
- Ten (10) years of work experience managing housing, real estate, economic development, or community development programs.
- Four (4) years of experience in a supervisory or 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

- Work is primarily performed indoors in a temperature-controlled environment.
- Tasks are typically performed on dry, even surfaces such as carpet or tile.
- Work may involve sitting for extended periods, with opportunities for standing or walking as needed.
- Employee frequently works independently, with or without direct supervision.
- Occasional travel within the County may be required for meetings, presentations, or site visits.

EQUIPMENT, TOOLS, AND MATERIALS

- Regular use of standard office equipment including computer, telephone, printer, copier, scanner, fax machine, and calculator.
- Handles and organizes materials such as reports, forms, files, presentations, and general office supplies.
- Uses hands and fingers to operate equipment; must coordinate hand and eye movement for typing, data entry, and basic equipment operation.