



Human Resources

505.468.1500 
415 Silver, 5th Floor 
Albuquerque, New Mexico 87102
HR@bernco.gov 
www.bernco.gov

Economic Development Deputy Director

JOB CODE	JOB FAMILY	PROFILE
JCM614	Economic, Community, and Business Development	Economic Development Deputy Director
PAY TYPE	PAY RANGE	REVISION DATE
Salary	\$101,192.00 - \$159,786.00	September 11, 2026

The Economic Development Deputy Director administers and manages the Bernalillo County Economic Development Financing Policy. Evaluates prospective companies for eligibility and alignment with financial incentive programs, including Industrial Revenue Bonds (IRBs) and Tax Increment Financing (TIF). Collaborates with regional partners, including Albuquerque Economic Development, to support business attraction and retention efforts. Works to position Bernalillo County as a leading destination for key industries such as film and renewable energy through strategic coordination and program implementation.

Job Description

DUTIES AND RESPONSIBILITIES

- Oversee and manage the Bernalillo County Economic Development Financing Policy, ensuring consistent application and compliance.
- Direct the evaluation companies for eligibility and alignment with County financial incentive programs, including Industrial Revenue Bonds (IRBs) and Tax Increment Financing (TIF).
- Conduct financial and economic impact analyses to support incentive recommendations and decision-making.
- Oversee and perform complex analyses, review and approval process for incentive applications, working with internal departments and external partners.
- Cultivate and manage high-level relationships with industry leaders, developers, financial institutions, investors, community organizations, governmental entities, and other key stakeholders to identify opportunities, resolve

complex issues, and advance County economic development initiatives.

- Establish and maintain strategic partnerships with regional organizations, including Albuquerque Economic Development, to support business recruitment, retention, and expansion efforts.
- Serve as a senior-level representative and principal point of contact for businesses, developers, investors, and economic development partners seeking to establish, expand, or retain operations within Bernalillo County, providing authoritative guidance regarding incentive programs, requirements, processes, and strategic opportunities.
- Direct preparation and presentation of executive-level materials, reports, analyses, and recommendations for senior leadership and governing bodies, including the County Commission.
- Direct ongoing monitoring and address performance concerns with compliance with incentive agreements and track performance outcomes for supported projects.
- Provide strategic leadership efforts to position Bernalillo County as a competitive destination for targeted industries, including film and renewable energy.
- Maintain relationships with industry stakeholders, developers, and community partners to advance economic development initiatives.
- Stay informed on market trends, industry developments, and best practices to inform program implementation and continuous improvement.
- ****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 Economics, Economic Development, Urban Planning, Public Administration, Business Administration, Real Estate Development, Finance, Architecture, Civil Engineering, or a related field.
- Nine (9) years of progressively responsible experience in housing development, real estate finance, or urban development.
- Four (4) years of supervisory or program management experience in a complex public, private, or nonprofit development environment.

****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

- Most essential duties are performed indoors in a climate-controlled environment.
- The primary work surface is an even, dry, carpeted or tiled floor.
- Work is primarily performed independently, with occasional collaboration in groups or designated teams.

EQUIPMENT, TOOLS AND MATERIALS

- Uses telephone, calculator, computer, fax machine, and copy machine to perform job duties.