



Human Resources

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Architectural Services Manager

JOB CODE	JOB FAMILY	PROFILE
JCM613	Engineering & Capital Projects	Architectural Services Manager
PAY TYPE	PAY RANGE	REVISION DATE
Salary	\$101,192.00 - \$159,786.00	September 14, 2026

The Architectural Services Manager oversees the County's Facilities Design and Construction program, including staff, resources, operations, facility planning, design, construction, renovations and major repairs. Develops program priorities, manages budgets and performance, and coordinates with County departments and external partners to ensure effective service delivery and alignment with County objectives.

Job Description

DUTIES AND RESPONSIBILITIES

- Directs county-wide architectural planning, facility design, capital construction, renovation, major repair, and related operational functions.
- Develops program objectives, operational priorities, resource strategies, and organizational plans to support efficient service delivery.
- Provides leadership and supervision for architects, construction managers, sustainability specialists, remodel crews, and administrative personnel.
- Provides leadership and operational oversight of the County's in-house remodel section, including planning, prioritizing, and supervising renovation and construction projects performed under the County's GB-98 General Building Contractor license.
- Prepares, reviews, and seals architectural drawings and construction documents, as required, for permitting and construction in accordance with the New Mexico Architectural Act and applicable building codes.

- Manages workloads, budgets, schedules, and operational demands across multiple functions, and oversees program expenditures while supporting budget development and administration.
- Oversees the planning, coordination, and administration of architectural and facility improvement activities to support County needs and priorities.
- Reviews performance, service levels, and resource allocation and adjusts to improve efficiency, effectiveness, and accountability.
- Coordinates with County leadership, departments, consultants, contractors, and regulatory agencies to support program and organizational goals.
- Ensures compliance with applicable laws, codes, regulations, County policies, contract requirements, and professional standards.
- Provides technical and operational guidance on architectural, facility planning, design, construction, and code-related matters.
- Supports long-range planning, capital priorities, facility assessments, and operational strategies for County buildings and improvements.
- Negotiates and administers professional services and construction contracts and oversees consultant performance.
- Represents the County before elected officials, executive leadership, user departments, regulatory agencies, and the public regarding capital facilities programs and projects.
- Develops and maintains County design standards, facility planning guidelines, and technical specifications to ensure consistency, quality, and long-term maintainability across County capital projects.
- ****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

- Master's degree in Architecture.
- Twelve (12) years of directly related experience in building and facilities construction, including vertical construction, design processes, and construction management.
- Eight (8) years of experience in a 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.
- Registered as a Professional Architect by the State of New Mexico, or as an Architect in another state with a binding commitment to apply for and receive registration, as an Architect in the State of New Mexico, by endorsement, within sixty days of date of hire is required.

WORKING CONDITIONS

- Duties are performed both indoors and outdoors.
- Indoor duties are performed in a temperature-controlled environment. Workers are exposed to natural weather conditions, which may be severe, while performing outdoor duties.
- Worker is exposed to occasional vibration and noise factors while inspecting construction and maintenance work projects.
- Indoor duties are performed on an even surface, which may be carpet, tile or concrete.
- Indoor surfaces are typically dry.
- Outdoor duties may be performed on even or uneven surfaces, which may be dry or wet.
- Outdoor duties may be performed on surfaces such as concrete, asphalt, natural ground, ice, snow, gravel, or shingled roof.
- Climbing stairs, ladders, and scaffolds in the performance of duties is required both indoors and outdoors.
- Work hazards, or potential work hazards, include climbing of ladders and scaffolds, exposure to severe weather conditions, exposure to electrical wiring and currents, inspecting on rooftops, and inspecting on potentially slick surfaces.
- Works under minimum supervision.
- Worker may perform certain duties as a part of a select team of individuals.

EQUIPMENT, TOOLS, AND MATERIALS

- Equipment typically used in the performance of office duties includes calculator, computer terminal and keyboard, telephone, photocopy machine, and facsimile machine.
- Materials typically used in performance of office duties include various documents, writing utensils and an assortment of office supplies and equipment.
- Ladders and scaffolds may be used while performing inspections on maintenance and construction projects.

- Personal protective equipment to include but not limited to; hard-hat, gloves, dust mask, respirator, safety vest and work boots may be required on job sites.