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

Strategic Project Officer

JOB CODE	JOB FAMILY	PROFILE
JCP610	**Business Services & Support**	**Strategic Project Officer**
PAY TYPE	**PAY RANGE**	**REVISION DATE**
Salary	**$89,128.00 - $140,733.00**	**November 23, 2026**

The Strategic Project Officer (SPO) serves as the County's senior leader for enterprise project and program management. The SPO provides countywide oversight of major projects and strategic initiatives, establishes consistent project-management standards and governance, monitors portfolio performance and risk, and facilitates cross-departmental coordination. The SPO serves as a strategic advisor to executive leadership on project delivery, organizational capacity, and enterprise priorities.

Job Description

DUTIES AND RESPONSIBILITIES

- Provides countywide leadership for the County's project and program portfolio and its alignment with strategic priorities.
- Works with the Board of County Commissioners, County Manager, and senior leadership to translate County goals and strategic priorities into actionable projects, programs, and initiatives.
- Advises senior leadership on organizational decisions, priorities, and opportunities that may result in new projects, programs, or major initiatives.
- Establishes strategic project planning and portfolio practices to evaluate initiatives, assess organizational capacity, and support informed decision-making.
- Provides oversight and guidance on major project and program investments, budgets, resource requirements, funding priorities, and financial risks.

- Recommends project priorities and resource allocation strategies, balancing competing demands and organizational capacity across departments.
- Oversees major strategic projects and initiatives, ensuring accountability for outcomes, risks, performance, and delivery.
- Establishes and oversees countywide project governance, including standards, decision-making structures, reporting, accountability, and performance expectations.
- Provides portfolio-level analysis and reporting to inform decisions regarding project performance, risk, investment, and organizational capacity.
- Conducts periodic reviews of major projects and programs and recommends continuation, modification, reprioritization, suspension, or discontinuation based on performance, risk, value, and changing priorities.
- Facilitates resolution of complex cross-departmental issues and organizational barriers affecting major initiatives and builds project-management capability through standards, guidance, mentoring, and continuous improvement.
- Serves as a strategic advisor and key stakeholder representative for major initiatives, organizational change, and significant partnerships with external agencies, organizations, consultants, and other stakeholders.
- ***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, project management, organizational leadership, or related field.
- Ten (10) years of progressively responsible experience in project management, program management, strategic planning, organizational development, or a related field.
- Four (4) years of experience in a senior management or leadership role with responsibility for complex, cross-functional projects, programs, or organizational initiatives.

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.
- Possession of a professional certification such as Project Management Professional (PMP), Program Management Professional (PgMP), or a comparable credential is required.

WORKING CONDITIONS

- Essential duties are primarily performed indoors in a temperature-controlled environment.
- Primary work surface is even, dry carpet, or tiled floor.
- Primarily works independently.
- Works with a group at times and with a select team at times.

EQUIPMENT, TOOLS, AND MATERIALS

- Equipment typically used in the performance of office duties includes telephone, computer, printer, and copy machine.
- Various forms of paperwork and office supplies are handled in performance of essential job duties.