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Capital Improvement Program (CIP) Director

JOB CODE	JOB FAMILY	PROFILE
JCM710	**Executive Management**	**Capital Improvement Program (CIP) Director**
PAY TYPE	**PAY RANGE**	**REVISION DATE**
Salary	**$125,549.00 - $188,324.00**	**March 26, 2026**

The Capital Improvement Program (CIP) Director provides strategic leadership and executive oversight of the County's long-term infrastructure and capital investment strategies. Responsible for the planning, financing, and implementation of large-scale construction, renovation, and land acquisition projects, ensuring they align with the County's Master Plan and fiscal constraints.

Job Description

DUTIES AND RESPONSIBILITIES

- Administers the planning, programming, coordination, and evaluation of the County's Capital Improvement Program, grant administration and reporting, and administration of non-profit subgrants.
- Develops and executes a comprehensive 5-to-10-year Capital Improvement Program (CIP) in alignment with County goals.
- Oversees multi-million-dollar capital budgets, justify funding requests to the County Manager and Commission, and monitor expenditures to prevent cost overruns.
- Identifies and secures diverse funding sources, including General Obligation (GO) bonds, revenue bonds, state/federal grants, and legislative appropriations.
- Oversees the Capital Improvement Program development process and associated committees, supports development of the county's state and federal infrastructure grant priorities and coordination with state and federal oversight grant agencies.

- Establishes standardized project management protocols to ensure all capital projects are completed on time, within budget, and according to safety regulations.
- Coordinates with Public Works, Parks & Rec, and Finance to prioritize projects based on community need and asset lifecycle.
- Ensures all projects adhere to New Mexico procurement codes, environmental regulations, and ADA standards.
- Supervises staff through hiring, training, performance assessment, coaching, discipline, and termination actions.
- ***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, Civil Engineering, Urban Planning, or a related field.
- Ten (10) years of progressive professional experience in capital planning or large-scale project management
- Four (4) years of experience in a managerial capacity.

***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.

PREFERENCES

- Professional Engineer (PE) or Project Management Professional (PMP) certification is highly desirable.

WORKING CONDITIONS

- Majority of work is performed indoors in a temperature-controlled environment.

- Some duties may be performed outdoors, with exposure to natural weather conditions.
- Indoor work surfaces are typically even and may be carpeted or tiled.
- Work may involve the use of stairs.
- Outdoor surfaces may be even or uneven, wet or dry, and include natural ground, asphalt, or concrete.
- Duties may be performed on inclines, hills, or elevated surfaces, including stairs or ladders.
- On-call work is required in emergency situations.
- Potential work hazards include high-stress environments and vehicle operation.
- Work may take place in a correctional facility with exposure to inmates and risk of serious bodily injury or death.
- Exposure to intermittent noise and vibration, various fumes and odors, contagious diseases, and potentially hostile situations is possible.

EQUIPMENT, TOOLS, AND MATERIALS

- Standard administrative equipment including telephone, computer, fax machine, copier, pager, and possibly a two-way radio.
- Various paperwork, reports, writing utensils, and general office supplies.
- May use first aid equipment, oxygen, fire extinguishers, and other safety gear.
- Operates a county vehicle as assigned.