



Human Resources

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Chief of Government Affairs

JOB CODE	JOB FAMILY	PROFILE
JCP605	Executive Management	Chief of Government Affairs
PAY TYPE	PAY RANGE	REVISION DATE
Salary	\$89,128.00 - \$140,733.00	March 25, 2026

The Chief of Government Affairs develops, directs, and manages a government relations program, including staff involved in the preparation and implementation of legislative initiatives. Advises on legislative matters and leads the county's annual efforts to articulate legislative priorities at the state and federal levels. This role develops, implements, and manages plans, programs, and policies; initiates and maintains strategic relationships; and gains support for the County Manager's goals. Key deliverables include legislative resolutions, position papers, materials for legislators, and other resources that support the County Manager's mission. The position also oversees all planning aspects of the Capital Improvement Program (CIP), including legislative preparations, public outreach, strategic decision-making, and coordination of federal and state grant pursuit, implementation, and management (as carried out by departments once grants are awarded).

Job Description

DUTIES AND RESPONSIBILITIES

- Manage all aspects of Bernalillo County's legislative efforts, including coordination with federal and state elected officials' staff, county lobbyists, and city staff; write position papers, resolutions, and other supporting documents for legislative initiatives at all government levels.
- Manage legislative knowledge and content by identifying key information from legislative issues and county operations; secure, analyze, categorize, retain, and retrieve information; build records and directories; direct and evaluate the work of consultants; communicate legislative positions; research legislation and current events; stay updated on technological research tools; and participate in seminars and conferences.
- Conduct lobbying efforts by identifying key decision-makers; present, justify, and defend positions; build credibility and access; provide legislative interpretations; engage in debate and consensus-building; prepare

testimony on county issues; coordinate consultant lobbying; participate in coalitions; draft and introduce legislation and amendments; and facilitate discussions in both formal and informal settings.

- Manage the Capital Improvement Program (CIP), including oversight of the biennial Six-Year Capital Improvement Plan, general obligation bond approval efforts, annual legislative capital outlay grants, and securing Commission approval of the ICIP and CIP by required deadlines.
- Oversee federal grant pursuits by creating a centralized grants network, supervising the county grant writer, disseminating grant opportunities, establishing departmental grant contacts, applying technologies to manage a grant database, and supporting departments with grant processes.
- Coordinate with nonprofit agencies sponsored by Bernalillo County for legislative requests; prepare third-party agreements; receive, administer, and track capital outlay funding; and coordinate with departments responsible for implementing capital outlay grants.
- Host public meetings and respond to inquiries related to the biennial general obligation bond initiative.
- Coordinate with bond counsel and the Clerk's Office to place general obligation bond questions, derived from the approved CIP, on the biennial November general election ballot.
- Support and participate in negotiation efforts, including the UNMH Mill Levy and lease agreements.
- Represent the County Manager in networking with external entities, including New Mexico Counties, on issues and information requests.
- Conduct presentations and public speaking engagements on behalf of the County.
- ****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 Business Administration, Public Administration or a related discipline.
- Twelve (12) years' related experience.

****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

- Essential job duties are performed indoors in climate-controlled environment.
- Primary work surface is even, dry, carpeted or tiled floor.
- Works alone primarily, with or without directions. 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.