

Job: IRC38888

Description

Job Title: Manager I/Deputy Directory; Grade M1

Location: Rockville, MD, US

Organization Name: Office of the County Council

Medical Exam Medical History

Background Investigation No

Financial Disclosure Yes

Job Description

Closing Date: December 1, 2019

Effective December 8, 2019 there will be a 2.25% general wage adjustment

The Montgomery County Council is the legislative branch of County Government. Montgomery County is located adjacent to Washington, DC and with over one million residents, is the most populous County in the State of Maryland. The County is also the most diverse County in the State and ranks among the top ten most diverse County's in the nation. Montgomery County contains many major U.S. government offices, scientific research and learning centers, and business campuses.

The Office of the County Council is seeking a Deputy Director. The Deputy Director is an executive level position who will be responsible for assisting the Executive Director, supervising Council Staff and performing intensive review and analysis of complex fiscal and policy issues for the County Council.

Responsibilities include analyzing major legislative/budget programs and policies, identifying issues, and furnishing policy advice and guidance to the County Council, identifying opportunities to improve Council operations and materials prepared for the Council and supervising Council Staff.

Specific analytical assignments for this position vary with the Council's needs and priorities. The portfolio is expected to include analysis of fiscal programs and policy issues; and legislative and budgetary analysis of selected departments, agencies, funds, and accounts.

The Deputy Director will take a primary role in developing training programs and professional development opportunities for new and existing staff. The Deputy serves as the Director when the Executive Director is not available.is

This position requires the ability to attend meetings and or perform work at locations outside of the office.

Additional Employment Information

OHR reviews the minimum qualifications of all applicants, irrespective of whether the candidate has previously been found to have met the minimum requirements for the job or been temporarily promoted to the same position. This evaluation is based solely on the information contained in the application/resume submitted for this specific position/IRC.

Montgomery County Government is an equal opportunity employer, committed to workforce diversity. Accordingly, as it relates to employment opportunities, the County will provide reasonable accommodations to applicants with disabilities, in accordance with the law. Applicants requiring a reasonable accommodation for any part of the application and hiring process should contact the Office of Human Resources via email to special.accommodations@montgomerycountymd.gov. Individual determinations on requests for reasonable accommodation will be made in accordance with all applicable laws.

Montgomery County Government also provides hiring preference to certain categories of veterans and veterans/persons with a disability. For more information and to claim employment preference, please refer to the Careers webpage on Hiring Preference.

All applicants will respond to a series of questions related to their education, relevant experience, knowledge, skills and abilities required to minimally perform the job. The applicant's responses in conjunction with his/her resume and all other information provided in the employment application process will be evaluated to determine the minimum qualifications and preferred criteria status. Based on the results, the highest qualified applicants will be placed on an Eligible List and may be considered for an interview. Employees meeting minimum qualifications who are the same grade will be placed on Eligible List as a "Lateral Transfer" candidate and may be considered for interview.

If selected for consideration for this position, you may be required to provide evidence that you possess the knowledge, skills, and abilities indicated on your resume.

Minimum Qualifications

Experience: Seven years of progressively responsible professional experience in organizational management or Public Policy Development or Strategic Planning related to Legislative Operations; (four years of which were in a supervisory or executive capacity. Note: The term "executive" is further defined as a management or high-level position involved in technical research, management advisory services, or policy-making. An "executive" is an individual who exerts considerable influence on organizational policy, plans and operations through technical research, management advisory services, and/or policy-making duties and responsibilities.

Education: Graduation from an accredited college or university with a Master's Degree.

Equivalency: An equivalent combination of education and experience may be substituted.

Preferred Criteria

The applications of those individuals meeting the minimum qualifications will be reviewed to determine the extent, relevancy of training, and experience in the following areas:

1. Budget and Financial Management;
2. Legislative Analysis and Evaluation;
3. Organizational Leadership and Accountability
4. Staff Supervision and Management
5. Collaboration and Partnering;
6. Presentation Skills;
7. Leadership; and
8. Process Improvement and Innovation.

If selected for consideration for this position, you will be required to provide writing samples.

Minimum Salary: 103099

Maximum Salary: 183113

Currency: USD