

## **Council Administrator for the Montgomery County Council**

The County Council for Montgomery County, Maryland seeks applicants for the position of Council Administrator. The Council is a nine-member elected legislative body responsible for legislation, policy development, budget, and land use planning and zoning for a jurisdiction of nearly 1.1 million residents. The County is noted for its open and responsive government. Its current operating budget is \$5.4 billion. Comprehensive information on the Council is available at [www.montgomerycountymd.gov/council](http://www.montgomerycountymd.gov/council).

The Council Administrator, the principal adviser to the Council, helps develop and implement the Council's policies and work program, oversees the Council staff, and represents the Council on several County boards, including the investment boards of the County's retirement plans. The Council Administrator serves at the pleasure of the Council. The Council seeks applicants who can serve this and future Councils. The current Council Administrator was appointed in 1991 and has served seven Councils.

The Council Administrator must have strong analytical skills, broad experience in a legislative policy environment, expertise in fiscal and other major policy issues facing local governments, a creative approach to problem solving, and the ability to help the Council staff achieve peak performance.

**Work Program Management.** The Council Administrator must help the Council keep its work program on time and on target, ensure that all legal requirements are met, and assert its full institutional role in dealing with the Executive Branch and outside agencies. These agencies include Montgomery County Public Schools, Montgomery College, Maryland-National Capital Park and Planning Commission, and Washington Suburban Sanitary Commission.

**Staff Management.** The Council Administrator must manage and provide leadership for a highly skilled policy and administrative staff working in a merit system. The current staff of 75 is evenly divided between a central staff of analysts, attorneys, communications, information technology, and administrative personnel, and the staffs of the nine individual Councilmembers. The principal task is to recruit, motivate, develop, and retain outstanding employees.

**Office Administration.** The Council Administrator must oversee the Council Office budget (currently \$11.7 million) and the provision of personnel, procurement, communications, and technology services. The Council Administrator helps the five other offices in the Legislative Branch achieve their objectives.

### **Requirements:**

1. Expert knowledge of local government functions, budget practices, intergovernmental relations, and the effective application of information technology to policy analysis and communications.
2. Demonstrated ability to develop technically sound and creative approaches to policy issues affecting local governments.
3. Demonstrated ability to manage and provide leadership for a large and diverse policy and administrative staff.

4. Demonstrated ability to maintain effective working relations with elected and appointed officials, local government staff, and the public.
5. Excellent communications skills, including the ability to write and speak about complex issues clearly and concisely.
6. Graduate degree from an accredited college or university in public policy, law, public administration, business administration, or related field.

**Location:** Rockville, Maryland

**Compensation:** Based on qualifications and experience. The range starts at \$180,000. The standard package of County personnel benefits is provided.

**Start Date:** February 1, 2018

**Equal Employment:** All applicants will be considered without regard to age, marital status, sex, race, color, religion, sexual orientation, national origin, or disability. Montgomery County provides reasonable accommodations to applicants with disabilities, including any part of the application and hiring process.

**Deadline:** Applications must be received on or before **September 12, 2017**.

**To Apply:** Applicants must transmit a cover letter and resume that clearly relate their skills and experience to the specific points (1-6) listed in the Requirements section above. A committee of Councilmembers will select a group of applicants to be interviewed. The committee will forward its recommendations to the Council for further interviews and final decision.

Applicants must email their cover letter and resume on or before **September 12, 2017** to [councilsearch@montgomerycountymd.gov](mailto:councilsearch@montgomerycountymd.gov).

Please direct any questions to Mary Jane Berry, Administrative Services Coordinator. Email: [maryjane.berry@montgomerycountymd.gov](mailto:maryjane.berry@montgomerycountymd.gov). Telephone: 240-777-7930.

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