

**Assistant Chief of Police, Community Resources Bureau  
Montgomery County, Maryland  
(Non-Sworn Position)**

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## THE COMMUNITY

Montgomery County, covering approximately 500 square miles, is located between Washington, DC and Baltimore, adjacent to Virginia and has over one million residents. It is the most populous county in the State of Maryland and the most diverse county in the State, ranking among the top ten most diverse counties in the nation. Montgomery County is home to many major U.S. government offices, scientific research and learning centers, and business campuses. Enjoy four seasons in an environment of rolling hills, close to mountains and the ocean. A short ride to Washington DC provides access to the major halls of justice, and first-class museums. We offer a bit of everything for everyone.

## COUNTY GOVERNMENT

Montgomery County Government (MCG) is composed of the Executive and Legislative branches. The Executive Branch implements and enforces Montgomery County's laws and provides executive direction to the government. Its chief executive officer is the County Executive. There are over 30 executive branch departments and agencies that help to deliver services to more than one million county residents. Montgomery County is proud of the services it offers. The County Council members and the County Executive serve four-year terms. Montgomery County has a strong tradition of prudent fiscal management and holds the highest bond rating from each of the three major credit rating agencies. The County has a mandatory balanced budget and develops a six-year financial plan as part of its annual operating budget development process. For FY2021, the Montgomery County Government operating budget, including debt service, is \$2.61 billion, and last May the Council approved a Capital Improvement Program budget of \$4.35 billion for FY2021-26. The total budget including the school district is \$5.8 billion.



## THE POSITION

The Montgomery County Police Departments seeks a community focused, collaborative, and innovative professional to provide leadership and oversight as the Assistant Chief of our Community Resources Bureau. This new bureau will be responsible for overseeing the Department's Community Engagement Division, the Public Information Office, and the Policy and Planning Division. The new Community Resources Bureau will also have oversight of the Department's interaction with Montgomery County Public Schools, the Maryland Center for School Safety, and the School Resource Officer Program.

This individual should embody a commitment to building and sustaining community trust and productive partnerships that enhance public safety. This position will serve as a senior member of the Department's leadership team responsible for increasing innovation and creativity to take on contemporary challenges facing law enforcement. Areas of responsibility will include planning, policy, and community engagement.

This position:

- Manages a large organizational unit by assigning work priorities to subordinate units in response to organizational needs, overseeing the development and implementation of county, department and unit operating and administrative procedures and memoranda of understanding with other agencies.
- Represents the County government and Chief of Police in various forums concerning controversial and sensitive police matters by explaining the County's goals and objectives, by responding to questions, misunderstandings, and apprehension, and by gaining the support of groups being addressed/ bridging the gap between the police and the community.
- Sets standards for individual and organizational unit performance and coordinates evaluations, and any disciplinary action within appropriate county, collective bargaining and departmental policies and procedures.
- Provides research, advice, and recommendations to the Chief on a variety of police issues and concerns to develop new and innovative solutions, programs, policies, and procedures.
- Works with other departments of County government, outside agencies, community and business leaders, and organizations to address and resolve work problems, coordinate work efforts, develop partnerships and programs, and present and clarify the County and Department's position on issues and operations.
- Oversees preparation and administration of organization's operating budget, including providing testimony before the County Executive and County Council.
- Reviews and approves correspondence and reports prepared by subordinate employees for signature of the Police Chief.
- Attends meetings, gives oral presentations, and deals with issues/complaints raised
- Performs other duties as required.



## ABOUT MCPD

The Montgomery County Department of Police is a team of approximately 1,300 diverse, well-educated, devoted officers and 730 authorized professional staff members committed to making Montgomery County a great place to live or visit. The Department's mission is to safeguard life and property, preserve the peace, prevent, and detect crime, enforce the law, and protect the rights of all residents. Our Department embraces the concept of community policing and works in partnership with our community to identify and resolve issues that impact our quality of life. Our approach to policing incorporates the belief that the community plays a part in the process and that solutions to today's community problems require both the public and police, working together to address neighborhood concerns beyond a narrow focus on individual crime incidents. The County is served by six districts and has four other bureaus in addition to the Office of the Chief: Patrol Services, Field Services, Investigative Services, and Management Services. The Department has an operating budget of about \$288 million and has been internationally accredited through the Commission on Accreditation for Law Enforcement Agencies (CALEA) since July 31, 1993.

## IDEAL CANDIDATE

This is a unique opportunity to be a transformational force as an Assistant Chief recommending comprehensive goals and objectives and executing their implementation as an agent of change. The ideal candidate must possess:

- An openness to new information, different perspectives, and a willingness to consider new solutions to persistent public safety concerns
- A deep commitment to the ideas of community policing
- A firm commitment to transparency and accountability
- Strong knowledge of police operations, services, and activities of a municipal law enforcement program
- Experience and demonstrated success building strong relationships of trust, responsiveness and mutual understanding with government officials, community leaders, business representatives, residents, officers, and other public safety partners
- A collaborative commitment to community engagement focused on problem solving
- A commitment to diversity, equity, and inclusiveness
- Knowledge of and an ability to evaluate and implement recommendations identified in the Final Report of the President's Task Force on 21<sup>st</sup> Century Policing
- Strong interpersonal and communication skills with an emphasis on being visible, available, and approachable both in the department and to the community individually, in groups, making presentations and online
- Strong management capability, leading a multigenerational workforce, and motivating and developing future generations to lead
- A commitment to training and developing staff with the most effective, state of the art methods available, including implicit bias and de-escalation training



Top candidates will also possess:

- Experience applying knowledge of modern management and supervisory principles and practices.
- Experience applying knowledge of legislation and developments in the field of law enforcement including police administration, patrol techniques, criminal investigations, crime prevention and the criminal justice system.
- Experience planning, organizing, coordinating, leading, and otherwise directing large scale and complex police projects and programs and resolving administrative and operational issues.
- Experience establishing and maintaining effective working relationships with other County officials and Federal and State officials, civic and business leaders, union representatives and the general public, particularly in situations where competing and conflicting concerns, interests, goals and/or objectives require both understanding and resolution.
- Completion of the FBI National Academy (FBINA), Senior Management Institute for Police (SMIP) from the Police Executive Research Forum, or the Police Executive Leadership Institute (PELI) from the Major Cities Chiefs.

## EDUCATION AND EXPERIENCE

**Experience:** Seven (7) years of progressively responsible leadership experience, five (5) years of which were in a management level capacity. Work in police/law enforcement environment preferred.

**Education:** possession of a bachelor's degree in Public Administration, Criminal Justice, Law, or related field from an accredited college or university.

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

**Note:** Must be psychologically able to perform the essential functions of the job. **License:** Possession of a valid motor vehicle operator's license.

## COMPENSATION AND BENEFITS

Montgomery County offers quality compensation and a generous benefits packet including medical, dental, life insurance, long-term disability, flexible spending account, defined contribution retirement plan, deferred compensation plan, leave plans, wellness program, and other highly competitive benefits. Learn more at: <https://www.montgomerycountymd.gov/HR/Benefits/NewProspectiveEmployees.html>

## APPLICATION AND SELECTION PROCESS

The Assistant Chief of Police will be appointed by the County Executive and confirmed by the County Council. This is a non-merit position within the Montgomery County Government that will serve with four other sworn Assistant Chiefs and will report directly to the Chief of Police. The salary range is \$116,670 - \$198,339 per year.

A review of applications will begin starting on Friday, November 6, 2020. Interested candidates should submit a cover letter and resume expressing their interest in the position to:

[MCPD.personnel@montgomerycountymd.gov](mailto:MCPD.personnel@montgomerycountymd.gov) . For additional information about Montgomery County Department of Police [click here](#) .

Resumes will be screened and evaluated based on the information listed in this brochure. Candidates deemed most qualified will be referred to the department . Selected candidates will be invited to participate in an interview and selection activities. Applicants selected as finalists for the position will be subject to a comprehensive background investigation by Montgomery County

Montgomery County is an Equal Opportunity Employer. Women and minority candidates are encouraged to apply. If you have any questions regarding this opportunity please contact

[MCPD.personnel@montgomerycountymd.gov](mailto:MCPD.personnel@montgomerycountymd.gov) .

Montgomery County government is committed to attracting and retaining a highly skilled, quality, and diverse workforce, valuing people who are committed to public service and aspire to make a difference in our community.