

Public Administration Associate, Grade 16 (Non- Merit, Term)  
(underfill Legislative Senior Aide I)

**Salary Range:** \$44,421 - \$72,930

This is a one-year non-merit term position scheduled to expire on December 5, 2022. Continued employment in this position is contingent upon renewal of term.

### **Job Description**

A progressive At-Large Montgomery County, MD Councilmember seeks an energetic individual to serve as Special Assistant. The ideal candidate will have organizational abilities to track and schedule meeting requests, experience organizing successful events, and a passion for making positive change in Montgomery County. Responsibilities include helping residents with housing needs, following-up with county agencies and scheduling meetings for an active elected official.

Duties include maintaining Councilmember's calendar; researching and responding to inquiries from constituents, advocacy groups, and County government officials and business organizations; assuring quality, completeness, and timeliness of correspondence and reports. This position requires the ability to exercise sound judgment, courtesy, confidentiality and discretion in responding to phone calls and visitors in a fast-paced environment. Montgomery County ties are a plus.

This position requires the ability to attend meetings or perform work at locations outside the office, including some evenings and weekends.

### **Minimum Qualifications:**

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

**Experience:** None

**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) Experience prioritizing schedule requests and managing an office calendar;
- 2) Experience in setting priorities and organizing work assignments within deadlines;

- 3) Demonstrated experience with direct public contact in a busy setting dealing with diverse communities and the ability to communicate tactfully and effectively with people, both orally and in writing;
- 4) Experience in working effectively with constituents, community groups, and elected and appointed officials.

**Qualified candidates should submit their applications in a single PDF (cover letter, resume, references, and a one-page writing sample) to [Valeria.Carranza@montgomerycountymd.gov](mailto:Valeria.Carranza@montgomerycountymd.gov) with “Special Assistant” in the subject line by January 24, 2022.**

Equal Opportunity Employer/Minorities/Female/Disabled/Veteran/LGBTQ  
(EOE/M/F/D/V/LGBTQ).

Effective August 30, 2021 all new hires will be required to provide proof that they are fully vaccinated against the COVID-19 virus prior to their first date of employment. Individuals who are unable to be vaccinated should contact [OHR@montgomerycountymd.gov](mailto:OHR@montgomerycountymd.gov) to discuss possible accommodations.