

### **Chief of Staff to a Councilmember (non-merit, LB3)**

**The anticipated hiring range for this position will be \$111,063 to \$140,000, based on the candidate's qualifications and experience.**

A Councilmember of the Montgomery County Council is seeking an outstanding and experienced professional with at least 5 years of management experience, who will oversee a diverse range of responsibilities including staff, policies, and operations in a dynamic and fast-paced work environment.

The Council's synergy of talent, resources and support makes the Council an ideal employer for individuals who are looking to innovate, work on a diverse range of issues and create blueprints for bold thinking. Council staffers work with elected leaders, community groups, subject-matter experts and residents on a wide range of issues such as budgeting, legislation and land use decisions. Join an organization with a commitment to meeting the dynamic needs of more than one million residents as we govern for today and plan for the future. Montgomery County, which shares a border with Washington, D.C., is one of the largest, most diverse counties in the United States. More than a quarter of its one million residents are foreign-born and speak over 100 languages. As one of the wealthiest counties in the country, it also holds the record for most post-graduate degrees per capita.

This job includes competitive benefits including Health Insurance, Dental Insurance, Retirement, State Holidays, Paid Time Off, Sick Leave, and more. For more information about our benefits package visit, <https://www.montgomerycountymd.gov/hr/recruitment/benefits.html>.

#### **Roles and Responsibilities:**

- Serve as a trusted advisor to the Councilmember on a wide range of policy issues and operation of the office.
- Ability to consistently meet pressing deadlines and exercise attention to detail while managing multiple tasks in a fast-paced environment.
- Oversee and manage staff responsible for the Councilmember's calendar, for researching policy and legislative options, for drafting documents, for handling constituent matters and for scheduling Councilmember travel, all in a timely manner.
- Demonstrate outstanding writing, reading and comprehension skills by analyzing large amounts of information, drafting, proofreading, formulating documents and responses for final dissemination.
- Lead and coordinate teamwork within the office to achieve common goals and objectives.
- Demonstrate exceptional leadership skills and provide mentorship and guidance to staff members.
- Ensure efficient and effective operations of the office; create systems to streamline operations and manage office staff.
- Participate in strategic planning, policy making, and decision-making with the Councilmember and senior management team.

- Attend meetings on behalf or with the Councilmember and coordinate follow-up as required.
- Promote diversity and inclusion within the councilmember's office and throughout the county government
- Collaborate with various stakeholders to promote economic competitiveness and ensure the health and well-being of all residents.
- Maintain open and transparent communication with all stakeholders to promote trust and accountability.
- This position also requires being in the community with the Councilmember, which may include evenings and weekends.

**Minimum Qualifications:**

**Experience:** At least 5 years of experience in management and leadership roles, including prior experience working in a government or public administration setting, preferably for a legislator.

**Education:** Graduation from an accredited college or university with a Bachelor's Degree in political science, public policy, or related fields

**Preferred Criteria:**

1. Master's Degree in political science, public policy or related fields.
2. Strong knowledge of economic development, public health, and policy analysis.
3. Excellent communication skills, both written and verbal.
4. Ability to work collaboratively with diverse groups of individuals.
5. Demonstrated commitment to promoting diversity, equity, and inclusion.
6. Innovative thinker with a track record of implementing successful initiatives.
7. Ability to prioritize tasks and manage multiple projects simultaneously.

**This will be open until filled. Applications will be reviewed on a rolling basis starting March 30, 2026.**

**Qualified candidates should submit their applications (resume, cover letter, and references) to [Lauren.Yamada@montgomerycountymd.gov](mailto:Lauren.Yamada@montgomerycountymd.gov) with "Chief of Staff" in the subject line. No phone calls, faxes, or walk-ins, please.**

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