

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 professional who will oversee a diverse range of responsibilities 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 deadlines while managing multiple tasks in a fast-paced environment.
- 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.
- Oversee 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.
- Participate in strategic planning, policy making, and decision-making with the Councilmember and senior management team.
- Attend meetings on behalf of or with the Councilmember and coordinate follow-up as required.
- Promote diversity and inclusion initiatives 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.

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. The review of applicants will begin on December 19, 2025.

Qualified candidates should submit their applications (resume, cover letter, and references) to Lauren.Yamada@montgomerycountymd.gov with "Chief of Staff" in the subject line. This will be open until filled. No phone calls, faxes, or walk-ins, please.

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