

Resolution No.: 15-1370
Introduced: March 21, 2006
Adopted: March 21, 2006

**COUNTY COUNCIL
FOR MONTGOMERY COUNTY, MARYLAND**

By: County Council

SUBJECT: Executive Regulation 1-06, Position Description for Minority, Female, Disabled Persons Business Affairs Manager, Department of Economic Development

Background


1. On February 22, 2006, the County Council received Regulation 1-06, Position Description for the Minority, Female, Disabled Persons Business Affairs Manager, Department of Economic Development.
2. The Council must review the regulation under method (1) of Section 2A-15 of the County Code. Under method (1), if the Council approves the regulation, the regulation will take effect upon adoption or on a later date specified in the regulation.
3. The Planning Housing and Economic Development Committee members individually reviewed Executive Regulation 1-06 and all members recommend its approval.

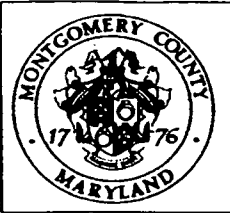
Action

The County Council for Montgomery County, Maryland approves the following resolution:

Executive Regulation 1-06, Position Description for the Minority, Female, Disabled Persons Business Affairs Manager, Department of Economic Development, is approved.

This is a correct copy of Council action.


Linda M. Lauer, Clerk of the Council



MONTGOMERY COUNTY EXECUTIVE REGULATION

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Subject Position Description for Minority, Female, and Disabled Persons Business Affairs Manager, Department of Economic Development	Number 1-06
Originating Department Office of Human Resources	Effective Date March 21, 2006

Montgomery County Regulation on:
POSITION DESCRIPTION FOR MINORITY, FEMALE, AND
DISABLED PERSONS BUSINESS AFFAIRS MANAGER
DEPARTMENT OF ECONOMIC DEVELOPMENT

Executive Regulation No. 1-06

Issued by: County Executive

Authority: Montgomery County Code, 2004, Sections 2-64L(b) and 1A-104(b)

Supersedes: None

Council Review: Method 1

Montgomery County Register, Volume 23, Issue 1

Comment deadline: January 31, 2006

Effective Date: March 21, 2006

Summary: This regulation provides a position description for the position of Minority, Female, and Disabled Persons Business Affairs Manager, Department of Economic Development. This position is designated by Code Section 2-64L (b) as a non-merit position. Montgomery County Code, Section 1A-104(b)(2) requires that a position description for this position be established by executive regulation under Method (1).

Address for comments:

Office of Human Resources
Executive Office Building
101 Monroe Street, Rockville, Maryland 20850

Staff Contact:

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Classification and Compensation Team
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MONTGOMERY COUNTY EXECUTIVE REGULATION

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Subject Position Description for Minority, Female, and Disabled Persons Business Affairs Manager, Department of Economic Development	Number 1-06
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MINORITY, FEMALE, AND DISABLED PERSONS BUSINESS AFFAIRS MANAGER DEPARTMENT OF ECONOMIC DEVELOPMENT

DEFINITION OF CLASS:

This is a senior management level, policy-making position in the area of providing county-wide leadership, guidance, and direction in the formulation of County policies, practices, and short and long range economic development strategies addressing the unique needs of the minority, female, and disabled persons business community within the County and will assure that these needs are reflected as the County develops and implements its comprehensive economic development strategy. The position advises the County Executive in these matters and reports to the Director, Department of Economic Development. The employee in this non-merit position will be appointed by the County Executive and confirmed by the County Council.

The employee will operate within an overall framework of County economic development principles, goals, and objectives, including those related to procurement, workforce training and education. Key responsibilities of the position include establishment and utilization of social and cultural resources within the County. The employee will head the Minority, Female, and Disabled Persons Business Affairs activities of the Department of Economic Development.

EXAMPLES OF DUTIES: (Illustrative Only)

- (a) Advises the County Executive, the Chief Administrative Officer, and the Director of the Department of Economic Development on issues relating to the minority, female, and disabled persons business community.
- (b) Directs and supervises research and evaluation in the analysis of problems, issues and opportunities involving the County's minority, female, and disabled persons business climate and image in the business community.
- (c) Develops outcome measures and a reporting mechanism regarding program missions.
- (d) Initiates and facilitates responses to inquiries from within and outside the Department and County; and tracks performance of the County's agencies in attaining the minority, female, and disabled persons business related policy/program outcomes.
- (e) Works with other County, State, and Federal agencies, and with business organizations and advisory committees to ensure that the County's minority,



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female, and disabled persons business community is served by supportive policies, programs, and resources.

- (f) Performs other related duties as required.

RECOMMENDED QUALIFICATIONS:

Experience: Extensive (7 years) experience in economic development, business development, marketing and promotion work.

Education: Bachelor's degree in business development and administration, business marketing, public relations, communication, or a related field.

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

Knowledge, Skills, and Abilities:

- (a) Extensive knowledge of the principles, practices and techniques of planning, formulating, analyzing and implementing management and programmatic policies and strategies appropriate to organize and manage a major organizational unit.
- (b) Extensive knowledge of current trends and issues affecting the business community, in particular the small and minority, female, and disabled persons business communities.
- (c) Extensive knowledge of business practices and strong familiarity with the intricacies of operating a business.
- (d) Working knowledge of and ability to apply knowledge of budget and financial controls or human resource management.
- (e) Extensive knowledge of procurement issues within the private and public sectors.
- (f) Knowledge of affirmative action-based and business related Federal, State and County laws and regulations.
- (g) Ability to design, implement, monitor and modify programs, methods, operating procedures, and/or regulations; to develop and present options and alternatives; and, to develop innovative solutions to difficult problems related to area of assignment.
- (h) Ability to prepare or direct the preparation of complex reports and studies, the analysis and interpretation of independent research and findings, and the review and analysis of proposed legislation and County policies.



MONTGOMERY COUNTY EXECUTIVE REGULATION

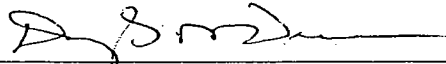
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- (i) Ability to strategically plan, direct, and administer diverse operations of the assigned organizational unit.
- (j) Ability to delegate work appropriately in order to achieve desired results in an efficient manner.
- (k) Ability to communicate effectively orally and in writing, including the presentation of complex and/or technical information to lay audiences.
- (l) Ability to establish and maintain effective working relationships with departmental administrators and managers, senior program management staff, representatives of public and private sector agencies, business and community groups and organizations.
- (m) Ability to attend meetings and perform work assignments during non-business hours and/or at locations outside the office.

LICENSE: None

MEDICAL PROTOCOL: Medical History Review

Approved: 
Douglas M. Duncan, County Executive

2/21/06
Date

Approved as to form and legality.

David Stevenson 2/16/06
Office of the Date
County Attorney