

Resolution No.: 16-191
Introduced: June 19, 2007
Adopted: June 19, 2007

**COUNTY COUNCIL
FOR MONTGOMERY COUNTY, MARYLAND**

By: County Council at Request of County Executive

SUBJECT: Approval of Executive Regulations 7-07AM, Director, Office of Community Partnerships; 9-07, Assistant Chief Administrative Officer; 10-07AMII, Director, Regional Services Center; 11-07, Chief Technology Officer, Department of Technology Services; and 12-07, Director, Criminal Justice Coordinating Commission

Background

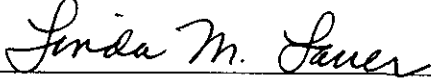
1. On April 20, 2007, the County Executive forwarded proposed Executive Regulation 9-07, 11-07, and 12-07. On June 11, 2007 the County Executive forwarded proposed Executive Regulations 7-07AM and 10-07AM, the Executive stated that the purpose of the amendments was to clarify that the positions advise and maintain close and open communication with County Council members.
2. The Council must review the regulation under method (1) of Section 2A-15 of the County Code.
3. Under method (1), a proposed regulation does not take effect until the County Council approves it.
4. The Management and Fiscal Policy Committee held a worksession on proposed Executive Regulations 7-07AM, 9-07, 10-07AM and 11-07 on June 18, 2007. The Committee recommends approval of 7-07AM, 9-07, and 11-07 as submitted. The Committee requested additional language for 10-7AM to clarify that communication will adhere to any Memorandum of Understanding between the Executive and Council regarding the Regional Service Centers. The Executive agreed to this language and has forwarded Executive Regulation 10-7AMII. The Public Safety Committee held a worksession proposed Executive Regulation 12-07 on June 14, 2007 and recommends approval.

Action

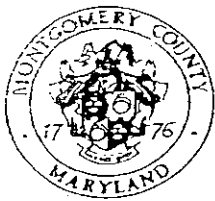
The County Council for Montgomery County, Maryland approves the following resolution:

Executive Regulations 7-07AM, Director, Office of Community Partnerships; 9-07 Assistant Chief Administrative Officer; 10-07AMII, Director, Regional Services Center; 11-07, Chief Technology Office, Department of Technology Services; and 12-07 Director, Criminal Justice Coordinating Commission; are approved.

This is a correct copy of Council action.



Linda M. Lauer, Clerk of the Council



MONTGOMERY COUNTY EXECUTIVE REGULATION

Attachment
Resolution
16-191
20850

Offices of the County Executive • 101 Monroe Street • Rockville, Maryland 20850

Subject Position Description for Director, Office of Community Partnerships	Number 7-07AM
Originating Department Office of Human Resources	Effective Date June 19, 2007

Position Description for Director, Office of Community Partnerships

Executive Regulation No. 7-07AM
Issued by: County Executive

Authority: Montgomery County Code, 2004, Sections 1A-104(b)(2), 2-26(b), and 2A-15(f)
Supersedes: None
Council review: Method (1)

Montgomery County Register, Volume 24, Issue 3
Comment deadline: March 30, 2007
Effective date: ~~June 19, 2007~~

Summary: This regulation provides a position description for the position of Director, Office of Community Partnerships. It includes a definition of the work, examples of duties and responsibilities, and the recommended qualifications, knowledge, skills, and abilities for the position. Montgomery County Code Section 2-26(b) designates this position as a non-merit position. Under County Code Section 1A-104(b)(2), a person holding a position in the Executive Branch designated by law as a non-merit position must be professionally qualified under a position description established by regulation under method (1).

Address for comments: Office of Human Resources, Executive Office Building, 7th Floor
101 Monroe Street, Rockville, Maryland 20850

Staff contact: Stuart Weisberg, 240-777-5154, or stuart.weisberg@montgomerycountymd.gov

Please use the key below when reading this regulation:

- | | |
|------------------------------|---|
| Boldface | <i>Heading or defined term.</i> |
| <u>Underlining</u> | <i>Added to existing regulation by proposed regulation.</i> |
| [Single boldface brackets] | <i>Deleted from existing regulation by proposed regulation.</i> |
| <u>Double underlining</u> | <i>Added by amendment.</i> |
| [[Double boldface brackets]] | <i>Deleted from existing or proposed regulation by amendment.</i> |
| * * * | <i>Existing language unchanged by executive regulation.</i> |



MONTGOMERY COUNTY EXECUTIVE REGULATION

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Subject Position Description for Director, Office of Community Partnerships	Number 7-07AM
Originating Department Office of Human Resources	Effective Date

Position Description for Director, Office of Community Partnerships

Definition of class:

This is senior level staff and administrative work directly supporting the County Executive and Chief Administrative Officer by supervising the Office of Community Partnerships and coordinating all community relations and outreach activities for the County Executive. As the incumbent of a non-merit position within Montgomery County Government, the employee will be appointed by the County Executive and confirmed by the County Council. A key element of the work of this position is developing publicly responsive and fiscally sound recommendations and solutions to high profile, politically sensitive issues and situations.

An employee in this class manages and coordinates the County Executive's community outreach activities including, but not limited to, developing policy for creating partnerships between the community and the County government; planning and implementing community partnership programs; identifying and communicating the community's needs and concerns to the County Executive; and assessing, coordinating, and facilitating the delivery of County government services to the community. Contacts are with individuals and groups within and outside the County government, including elected and appointed officials, department heads and other managers, community, civic, and business leaders, advisory boards and committees, and representatives of Federal and other local government agencies. The complexity of the work is characterized by a wide range of activities involving new, unprecedented issues that require extensive analysis.



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Subject Position Description for Director Office of Community Partnerships	Number 7-07AM
Originating Department Office of Human Resources	Effective Date

Examples of duties (illustrative only):

Meets with community, business, and civic leaders to exchange information, identify community needs, facilitate service delivery, and achieve consensus among community representatives with divergent interests.

Promotes communication with community leaders and organizations to improve and enhance delivery of services.

Identifies, analyzes, and develops recommendations to address problems and issues associated with County government programs and community relations, and communicates issues and concerns to County government and community leaders.

Advises the County Executive, County Council members, and other County government officials on the status and impact of County policies, programs, and services and highlights potential problems and issues that should be addressed.

Presents and defends County government policies, programs, and services to community leaders and business groups.

Maintains close and open communication with County Council members.

Coordinates functions with the County Executive, Chief Administrative Officer, department heads, Regional Services Center Directors, and other senior County government staff to effect timely delivery of services and responses to citizen requests or inquiries. Works with department management and other County government staff to exchange information, develop initiatives, and resolve problems associated with County government programs having community impact.

Represents the County Executive before community, business, civic, and public interest groups, and on interagency and intergovernmental task forces concerning County government-related programs and issues



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Subject Position Description for Director, Office of Community Partnerships	Number 7-07 AM
Originating Department Office of Human Resources	Effective Date

Develops an annual report on County government programs that impact the community and assesses data on program efficiency.

Manages the budget of the Office of Community Partnerships.

Performs related duties as required.

Recommended qualifications:

Experience: Extensive (7 years) professional administrative experience in the area of public relations or program management in appropriate fields.

Education: A Bachelor's Degree in Public or Business Administration, or a related field.

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

Knowledge, skills, and abilities:

Extensive knowledge of the principles and techniques of planning, formulating, analyzing, and implementing management and programmatic policies and strategies.

Extensive knowledge of program areas relating to the County government and their impact on the community.

Skill in negotiating agreements, defending positions, and presenting information to public and private sector leaders.

Skill in conducting or directing program evaluation/management studies and analyzing complex policy issues having public impact.

Skill in developing consensus and team building.

Ability to analyze community problems and develop sound and appropriate recommendations.

Ability to effectively communicate.

Ability to work independently and exercise tact and judgment in dealing with community groups.

Ability to promote and maintain good working relationships with management staff and representatives of public and private organizations.



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Subject Position Description for Director Office of Community Partnerships	Number 7-07AM
Originating Department Office of Human Resources	Effective Date

Ability to attend meetings and perform assignments at locations outside the office.

Medical protocol: Medical History Review.

Approved: 
Isiah Leggett, County Executive

06/08/07
Date

Approved as to form and legality:

David Stevenson 6/4/07
Office of the County Attorney Date



MONTGOMERY COUNTY EXECUTIVE REGULATION

Offices of the County Executive • 101 Monroe Street • Rockville, Maryland 20850

Subject	Position Description for Assistant Chief Administrative Officer	Number	9-07
Originating Department	Office of Human Resources	Effective Date	

Position Description for Assistant Chief Administrative Officer

Executive Regulation No. 9-07
Issued by: County Executive

Authority: Montgomery County Code, 2004, Sections 1A-104(b)(2), 2-26(d), and 2A-15(f)
Supersedes: None
Council review: Method (1)

Montgomery County Register, Volume 24, Issue 3
Comment deadline: March 30, 2007
Effective date: _____

Summary: This regulation provides a position description for the non-merit position of Assistant Chief Administrative Officer. It includes a definition of the work, examples of duties and responsibilities, and the recommended qualifications, knowledge, skills, and abilities for the position. Montgomery County Code Section 2-26(d) designates this position as a non-merit position. Under County Code Section 1A-104(b)(2), a person holding a position in the Executive Branch designated by law as a non-merit position must be professionally qualified under a position description established by regulation under method (1).

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Staff contact: Stuart Weisberg, 240-777-5154, or stuart.weisberg@montgomerycountymd.gov

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MONTGOMERY COUNTY EXECUTIVE REGULATION

Offices of the County Executive • 101 Monroe Street • Rockville, Maryland 20850

Subject	Position Description for Assistant Chief Administrative Officer	Number	9-07
Originating Department	Office of Human Resources	Effective Date	

Position Description for Assistant Chief Administrative Officer

Definition of class:

This is high level staff work directly supporting the Chief Administrative Officer and County Executive by carrying out a variety of assignments and functions in the executive branch of the County Government. As the incumbent of a non-merit position within Montgomery County Government, the employee will be appointed by the County Executive and confirmed by the County Council. Contacts include the County Executive, Chief Administrative Officer, elected County Councilmembers and their senior staff, department and agency directors, division chiefs, officials from other government jurisdictions, corporate officers representing private sector companies, and representatives of public and private groups for the purpose of presenting, justifying, or defending policies and issues affecting the County Government.

An employee in this class provides staff support and advice to the County Executive or Chief Administrative Officer in designated functional or policy areas. Employees in this class also serve as project managers and task force leaders to study issues and implement actions in a variety of programmatic and management policy areas. The work involves developing major County policy option or issue papers, coordinating urban redevelopment projects, analyzing and making recommendations on proposed County legislation, assisting in preparation and development of new County legislation, and performing a variety of ad hoc special assignments for the Executive Branch. Assignments are stated in terms of broadly defined functions and areas of responsibility. The employee plans, designs, and carries out major projects, studies, or other work independently with little or no technical guidance. The work product or service is generally considered technically authoritative. The employee uses considerable judgment to interpret stated and written guidelines and to develop new criteria to evaluate programmatic issues or propose new management policies. The complexity of the work is characterized by a variety of duties that must be applied to new and unprecedented assignments and activities



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Subject	Position Description for Assistant Chief Administrative Officer	Number	9-07
Originating Department	Office of Human Resources	Effective Date	

requiring extensive analysis. The work involves isolating and defining unknown or unprecedented conditions and developing new criteria to evaluate the effectiveness and efficiency of County Government programs and processes. The work also involves developing policy recommendations impacting major programmatic and management functions in the County government.

The work takes place in a normal office environment and involves no significant hazards or physical demands. Most employees in this class supervise staff by assigning and reviewing work, setting work standards, and acting on a variety of personnel matters affecting these employees.

Examples of duties (illustrative only):

Coordinates, reviews, and prepares administrative procedures, executive regulations, and official testimony to ensure the appropriateness of the content prior to official issuance, and has signature authority for various administrative and legal documents.

Directs the preparation of responses to selected correspondence, including interdepartment coordination, on multiple issues for the County Executive's or Chief Administrative Officer's signature.

Assists in the development, preparation, and review of all County legislation for the Executive Branch and provides liaison to departments and agencies.

Provides advice and recommendations to the County Executive, Chief Administrative Officer, or other senior County officials regarding methods to implement public policy decisions affecting broad County Government operations or programs.

Resolves or mediates issues involving controversy between citizens and proposed or current government activity.

Organizes and works with interagency committees to develop policy documents and recommendations in a variety of functional areas and provides advice on budget, program



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Subject	Position Description for Assistant Chief Administrative Officer	Number	9-07
Originating Department	Office of Human Resources	Effective Date	

proposals, and other matters affecting these areas to the County Executive or Chief Administrative Officer.

Serves as legislative liaison for the Executive Branch and is responsible for communicating, researching, monitoring, analyzing, and advising on legislative issues and County Council activities.

Coordinates special projects such as urban redevelopment activities or programs and serves as project manager to oversee project implementation.

Performs citizen or community outreach services and coordinates the County Government's responses to public inquiries.

Coordinates office staff activities, office automation services, and information retrieval and referral services for the Offices of the County Executive and Chief Administrative Officer.

Performs special, ad hoc assignments such as researching issues, conducting studies, performing analyses, and developing recommendations on a variety of management and policy issues.

Serves as project manager, committee chair, or task force leader to implement projects or study issues, as requested.

Performs related duties as required.

Recommended qualifications:

Experience: Extensive (6 years) professional administrative and/or high level staff experience involving program evaluation, management analysis, program management, or similar activities.

Education: Graduation from an accredited college or university with a Master's degree in Public or Business Administration or related fields.

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

Knowledge, skills, and abilities:

Extensive knowledge of the principles, practices, and techniques of planning, formulating, analyzing, and implementing management and program policies and strategies.



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Subject	Position Description for Assistant Chief Administrative Officer	Number	9-07
Originating Department	Office of Human Resources	Effective Date	

Extensive knowledge of multiple major County Government program areas.

Skill in negotiating agreements with government and private sector organizations.

Skill in oral and written communication sufficient to develop defenses of, and justification for, recommended courses of action.

Skill in conducting or directing program evaluation and organizational management studies, and analyzing complex policy issues, organizational structures, and management problems.

Skill in managing medium to large scale projects involving coordination of multiple departments or agencies.

Ability to deal with people tactfully, effectively, and equitably.

Ability to attend meetings and perform assignments at locations outside the office.

Medical protocol: Medical History Review.

Approved: Isiah Leggett
Isiah Leggett, County Executive

April 17, 2007
Date

Approved as to form and legality:

David Stevenson 4/10/07
Office of the County Attorney Date



MONTGOMERY COUNTY EXECUTIVE REGULATION

Offices of the County Executive • 101 Monroe Street • Rockville, Maryland 20850

subject	Position Description for Director Regional Services Center	Number	10-07 AMII
Originating Department	Office of Human Resources	Effective Date	

Position Description for Director, Regional Services Center

Executive Regulation No. 10-07AMII
Issued by: County Executive

Authority: Montgomery County Code, 2004, Sections 1A-104(b)(2), 2-26(a), and 2A-15(f)
Supersedes: None
Council review: Method (1)

Montgomery County Register, Volume 24, Issue 3
Comment deadline: March 30, 2007
Effective date: _____

Summary: This regulation provides a position description for the non-merit position of Director, Regional Services Center. It includes a definition of the work, examples of duties and responsibilities, and the recommended qualifications, knowledge, skills, and abilities for the position. Montgomery County Code Section 2-26(a) designates this position as a non-merit position. Under County Code Section 1A-104(b)(2), a person holding a position in the Executive Branch designated by law as a non-merit position must be professionally qualified under a position description established by regulation under method (1).

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MONTGOMERY COUNTY EXECUTIVE REGULATION

Offices of the County Executive • 101 Monroe Street • Rockville, Maryland 20850

Subject Position Description for Director Regional Services Center	Number 10-07AM11
Originating Department Office of Human Resources	Effective Date

Position Description for Director, Regional Services Center

Definition of class:

This is executive-level work directing the operation of a regional government services center. A Director of a Regional Services Center assesses, coordinates, and facilitates the delivery of public services in a geographical region of the County and provides recommendations to resolve problems and develop public policy affecting the region. As this is a non-merit position within Montgomery County Government, the employee will be appointed by the County Executive and confirmed by the County Council. Principal contacts are with elected and appointed officials and senior staff of the County government, civic and business leaders in the community, appointed advisory boards and committees, and officials and staff of County-funded agencies, local municipalities, and State and Federal agencies.

This position is responsible for managing the staff and operations of a Regional Services Center. Assignments are varied and work is characterized by conflicting requirements and competing priorities that are of interest or concern to the community and the County. This work requires a thorough understanding of the organization, operation, philosophy, and priorities of the Montgomery County government; the organization and operation of other public agencies; and the physical, demographic, and economic characteristics of the region and public and private sector programs and services. Work is performed independently under broad administrative supervision with some assignments coming directly from the County Executive or Chief Administrative Officer, while other work is generated by employee through the process of identifying community needs. Assignments are stated in terms of broadly defined missions or functions with little technical guidance or specific strategies. Work is reviewed by the Chief Administrative Officer through reports, conferences, and observation of results. An employee in this position may seek guidance from the Chief Administrative Officer on problems or issues that may be politically



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Offices of the County Executive • 101 Monroe Street • Rockville, Maryland 20850

Subject Position Description for Director Regional Services Center	Number 10-07AMII
Originating Department Office of Human Resources	Effective Date

sensitive or controversial. The work affects civic and business leaders in the community, appointed advisory boards and committees, officials and staff of County-funded agencies, local municipalities, and State and Federal agencies operating in the community.

The work is primarily sedentary, performed primarily in office settings, and subject to usual everyday risks.

Examples of duties (illustrative only):

Exchanges information concerning community needs and problems with community groups, private sector organizations or businesses, and State and Federal agencies.

Works with Citizens Advisory Board and other business and civic leaders as a representative of the County Executive and County.

Advises the County Executive, County Council members, Chief Administrative Officer, and other County government officials on the status and impact on the region of public policies, programs, and services and advises on potential problems or issues which will need to be addressed.

Identifies and assesses community needs, concerns, and gaps in services, taking appropriate action in cooperation with department directors to resolve problems or recommend appropriate action to the Chief Administrative Officer.

Maintains close and open communication with County Council members, including adherence to any Memorandum of Understanding that may exist between the County Council and the County Executive.

Directs and oversees operation of the Regional Services Center, supervises administrative staff, develops and monitors budget, and oversees and coordinates program activities with other departments and agencies.

Decides on programs and services to be located at the Center and serves as administrative manager of the physical facility.



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Offices of the County Executive • 101 Monroe Street • Rockville, Maryland 20850

Subject	Position Description for Director Regional Services Center	Number	10-07AMIT
Originating Department	Office of Human Resources	Effective Date	

Mediates major regional conflicts that may occur between community groups, business groups, and County government.

Establishes and maintains, on behalf of the County Executive, regular communication channels with local citizen associations.

Initiates and supports community identity projects, such as cultural fairs, neighborhood festivals, or business/civic trade fairs

Represents the County government before business, community, and civic groups and on interagency and intergovernmental task forces to address regional problems or issues.

Directs the staff and operations of a related satellite center and plans, develops, and evaluates the programs and activities at the center.

Convenes and provides primary staff support for Site Evaluation Committees charged with finding and evaluating sites for County capital facilities, such as recreation and community centers, fire stations, and police stations.

Performs related duties as required.

Recommended qualifications:

Experience: Extensive (7 years) professional administrative and/or high level staff experience involving public relations, program evaluation, management analysis, program management, or similar activities, 4 years of which must have been in a supervisory or administrative capacity.

Education: Graduation from an accredited college or university with a Master's degree in Public or Business Administration or related fields.

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

Knowledge, skills, and abilities:

Current and thorough knowledge of principles and practices of management, public policy formulation, public administration, and finance.

Extensive knowledge of the principles and practices of community and economic development,



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subject	Position Description for Director Regional Services Center	Number	10-07AM11
Originating Department	Office of Human Resources	Effective Date	

community planning, land use planning processes.

Extensive knowledge of the organizations and operations of Montgomery County government.

Ability to analyze community problems, identify key issues in a complex situation, and develop sound and appropriate recommendations.

Ability to establish and maintain effective working relationships with government and elected officials and community and business groups.

Ability to facilitate and develop public/private partnerships.

Extensive skills in oral and written communication in order to effectively present "the big picture" to competing factions, to frame issues, and encourage public debate.

Knowledge of budget and financial control, human resource management, procurement, and other administrative functions.

Skill in negotiating agreements that accommodate the conflicting interests and viewpoints of numerous groups and organizations.

Skill in timely and responsive decision making; involving appropriate others in the process, and modifying decisions as new information becomes available.

Ability to attend meetings or perform other assignments at locations outside the office.

Medical protocol: Medical History Review.

Approved:

Isiah Leggett, County Executive

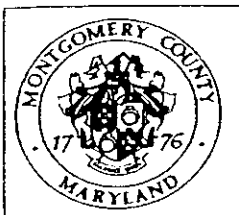
Date June 18, 2007

Approved as to form and legality.

6/18/07

Office of the County Attorney

Date



MONTGOMERY COUNTY EXECUTIVE REGULATION

Offices of the County Executive • 101 Monroe Street • Rockville, Maryland 20850

Subject	Position Description for Chief Technology Officer, DTS	Number	11-07
Originating Department	Office of Human Resources	Effective Date	

Position Description for Chief Technology Officer, Department of Technology Services

Executive Regulation No. 11-07
Issued by: County Executive

Authority: Montgomery County Code, 2004, Sections 1A-104(b)(2), 2-58D(e), and 2A-15(f)
Supersedes: None
Council review: Method (1)

Montgomery County Register, Volume 24, Issue 3
Comment deadline: March 30, 2007
Effective date: _____

Summary: This regulation provides a position description for the non-merit position of Chief Technology Officer, Department of Technology Services. It includes a definition of the work, examples of duties and responsibilities, and the recommended qualifications, knowledge, skills, and abilities for the position. Montgomery County Code Section 2-58D(e) designates this position as a non-merit position. Under County Code Section 1A-104(b)(2), a person holding a position in the Executive Branch designated by law as a non-merit position must be professionally qualified under a position description established by regulation under method (1).

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Staff contact: Stuart Weisberg, 240-777-5154, or stuart.weisberg@montgomerycountymd.gov

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MONTGOMERY COUNTY EXECUTIVE REGULATION

Offices of the County Executive • 101 Monroe Street • Rockville, Maryland 20850

Subject	Position Description for Chief Technology Officer, DTS	Number	11-07
Originating Department	Office of Human Resources	Effective Date	

Position Description for Chief Technology Officer, Department of Technology Services

Definition of class:

This is executive-level work directing the operation of the programs and staff of the Department of Technology Services. As this is a non-merit position within Montgomery County Government, the employee will be appointed by the County Executive and confirmed by the County Council. Contacts are with high-ranking legislative and executive branch officials within County Government, officials of equivalent rank in other governmental jurisdictions, including high-level Federal officials, private sector and community organizations or groups, citizens, business owners and managers involved in information technology. The purposes of the contacts include presenting information at government or public forums on information technology matters and participating in vendor fairs and conferences, small business forums, and other economic development activities. The incumbent also proposes innovative approaches to complex problems related to information technology functionality and architecture. Limited direct service or assistance is provided to the public, and such service or assistance is incidental to the primary purpose of the job.

The primary purpose of the Chief Technology Officer position is to oversee and manage the daily operations of the divisions of the Department of Technology Services (DTS) and to assist the Chief Information Officer (Department Director) in guiding the information technology programs of the County government. An employee in this class may perform any duty of the Department Director or represent the Department in any forum. An incumbent is also responsible for maintaining and enhancing the effective use of information technology in the County government in the face of rapid development in the information technology industry. The Chief Technology Officer plays a leading role in developing enterprise, department, and functional information technology strategic plans.



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Subject	Position Description for Chief Technology Officer, DTS	Number	11-07
Originating Department	Office of Human Resources	Effective Date	

The employee exercises full accountability for all matters associated with completing work assignments of the staff including determining the work to be performed and the methods to use. Guidelines consist of broad policy directives and basic legislation and require the employee to use considerable judgment in interpreting the intent of the guidelines and in generating specific policies and guidance for use by subordinate staff in developing various components of the overall DTS program. The work of directing DTS programs affects the well-being of a majority of County residents. The work is primarily sedentary, performed primarily in office settings, and subject to usual everyday risks.

Examples of duties (illustrative only):

Plans, coordinates, and evaluates the programs and activities of the staff of the Department of Technology Services.

Meets with DTS division chiefs to review projects or other initiatives, monitor status, and deal with issues that arise.

Communicates with DTS employees and other department employees and managers to ensure that information technology projects are effectively implemented.

Determines when private sector resources must be used to successfully accomplish information technology projects.

Attends government or private sector functions as DTS representative and speaks to public and private sector groups on information technology topics and issues.

Directs the investigation and timely resolution of system or security problems.

Directs the implementation of current legislation and regulations relating to information privacy and security and promulgates procedures and regulations on information technology.

Advises the County Executive, County Council, residents, and government departments on matters relating to information technology, security, and privacy.



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Subject	Position Description for Chief Technology Officer, DTS	Number	11-07
Originating Department	Office of Human Resources	Effective Date	

Directs the preparation and administration of the DTS annual budget.

Performs related duties as required.

Recommended qualifications:

Experience: Extensive (7 years) experience in information technology or related fields, 4 years of which must have been in a supervisory or administrative capacity.

Education: Graduation from an accredited college or university with a Master's Degree in information technology or related fields.

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

Knowledge, skills, and abilities:

Broad knowledge of the information technology industry, information technology trends, the costs and benefits of different technologies, and the principles of effective information architecture.

Extensive knowledge of information technology and how to apply it effectively.

Extensive knowledge of and skill in applying management principles and techniques to complete information technology projects on time and within budget.

Experience in applying principles of organizational strategic planning and aligning information technology projects with enterprise objectives.

Ability to establish productive working relationships with employees and appointed and elected officials at all organizational levels.

Ability to communicate information technology concepts, management principles, and strategic objectives effectively both orally and in writing to audiences with highly varying degrees of knowledge and experience.

Ability to obtain results through others.

Knowledge and experience in procurement and contract management to protect the interests of the government and achieve project goals.



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Offices of the County Executive • 101 Monroe Street • Rockville, Maryland 20850

Subject	Position Description for Chief Technology Officer, DTS	Number	11-07
Originating Department	Office of Human Resources	Effective Date	

Medical protocol: Medical History Review.

Approved: Isiah Leggett
Isiah Leggett, County Executive

April 17, 2007
Date

Approved as to form and legality:

David Stevenson 4/10/07
Office of the County Attorney Date



MONTGOMERY COUNTY EXECUTIVE REGULATION

Offices of the County Executive • 101 Monroe Street • Rockville, Maryland 20850

Subject	Position Description for Director, Criminal Justice Coordinating Commission	Number	12-07
Originating Department	Office of Human Resources	Effective Date	

Position Description for Director, Criminal Justice Coordinating Commission

Executive Regulation No. 12-07
Issued by: County Executive

Authority: Montgomery County Code, 2004, Sections 1A-104(b)(2), 2-26(c), and 2A-15(f)
Supersedes: None
Council review: Method (1)

Montgomery County Register, Volume 24, Issue 3
Comment deadline: March 30, 2007
Effective date: _____

Summary: This regulation provides a position description for the non-merit position of Director, Criminal Justice Coordinating Commission. It includes a definition of the work, examples of duties and responsibilities, and the recommended qualifications, knowledge, skills, and abilities for the position. Montgomery County Code Section 2-26(c) designates this position as a non-merit position. Under County Code Section 1A-104(b)(2), a person holding a position in the Executive Branch designated by law as a non-merit position must be professionally qualified under a position description established by regulation under method (1).

Address for comments Office of Human Resources, Executive Office Building, 7th Floor
101 Monroe Street, Rockville, Maryland 20850

Staff contact: Stuart Weisberg, 240-777-5154, or stuart.weisberg@montgomerycountymd.gov

Please use the key below when reading this regulation:

- | | |
|------------------------------|---|
| Boldface | <i>Heading or defined term.</i> |
| <u>Underlining</u> | <i>Added to existing regulation by proposed regulation.</i> |
| [Single boldface brackets] | <i>Deleted from existing regulation by proposed regulation.</i> |
| <u>Double underlining</u> | <i>Added by amendment.</i> |
| [[Double boldface brackets]] | <i>Deleted from existing or proposed regulation by amendment.</i> |
| * * * | <i>Existing language unchanged by executive regulation.</i> |



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Position Description for Director, Criminal Justice Coordinating Commission

Definition of class:

This is executive-level work directing the staff and supporting the operation of the Criminal Justice Coordinating Commission. The Commission is an advisory body to the County Executive and County Council that is comprised of high-level legislative and executive branch officials within County government, officials of equivalent rank in other governmental jurisdictions, and other private and public representatives. The Commission evaluates and promotes law enforcement and the administration of justice in the County, facilitates coordination among County law enforcement and criminal justice agencies, and facilitates coordination of County law enforcement and criminal justice system programs and systems with the State and neighboring states and local governments. As the incumbent of a non-merit position within Montgomery County Government, the employee will be appointed by the County Executive and confirmed by the County Council. The purpose of the position is to help the Commission achieve its objectives by obtaining information and assistance from other County agencies and programs, facilitating communication among Commission members and with other organizations and groups, and facilitating and managing Commission meetings, projects, and programs.

Work assignments are stated in terms of broadly defined missions and are performed under administrative direction of an appointed Commission and the Chief Administrative Officer or County Executive. The work performed is considered to be technically authoritative and is evaluated in terms of meeting broad program goals and in terms of the Commission's role. The employee exercises full accountability for all matters associated with completing work assignments, including determining the work to be performed and the methods used. Guidelines consist of broad policy directives and require the employee to use considerable judgment in interpreting the intent of the guidelines and in generating specific recommendations for use by the Commission. The complexity of the work is characterized by a broad range of issues



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affecting law enforcement and criminal justice and changing areas of law and socio-economic conditions that are difficult to assess and that require substantial analysis in order to decide on a course of action. The Commission's programs affect the well-being of a substantial number of County residents. The work is primarily sedentary, performed in a typical office setting, and subject to common everyday risks.

Examples of duties (illustrative only):

Provides full staff support and leadership for meetings of the Commission and its steering committee.

Determines the staffing requirements, analytic approaches, coverage, scope of work, and reporting requirements of Commission study projects to assure a final product that meets the needs of the Commission.

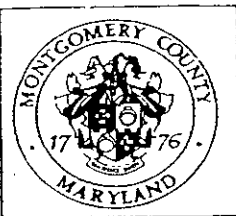
Works with the Commission to determine the issues that the Commission will study, develops work statements for study projects, reviews and provides feedback to the Commission on study projects, procures criminal justice consultants for projects, and reviews and manages the work of consultants who are conducting study projects.

Coordinates the agenda for Commission meetings with the Commission Chair and steering committee, identifies issues and other matters of interest for the Commission, and schedules appropriate speakers for Commission meetings.

Reviews and provides advice to the Commission on legislative and policy issues confronting the State of Maryland, General Assembly, and County Council.

Drafts testimony and correspondence in support of Commission positions on legislative and policy issues.

Monitors and keeps the Commission informed on the status of ongoing State and local criminal justice capital projects and information/communication projects.



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Coordinates Commission involvement as a local advisory board in the review and recommendation of County local law enforcement block grant expenditures, and provides advisory services on issues that arise in the grant process.

Provides the Commission with information on criminal justice issues and related policies, practices, and procedures.

Researches and analyzes data, laws, and publications; and develops and disseminates information and educational materials pertinent to law enforcement and criminal justice issues.

Conducts in-depth research on pertinent issues, interprets and analyzes data, and writes comprehensive reports.

Establishes and coordinates information programs concerning the goals and activities of the Commission.

Represents the Commission, County Executive, or County government at public events, meetings, and conferences.

Recommended qualifications:

Experience: Seven years of progressively responsible professional experience in organizational management or in a field related to the assigned area, 4 years of which were in a supervisory or executive capacity. "Executive capacity" means a high level position that is assigned technical research, has responsibility to advise management or make policy, and exerts considerable influence on organizational policies, plans, and operations.

Education: Possession of a Master's Degree from an accredited college or university in business, business administration, or an equivalent field, or in an organizational discipline that is, preferably, in a field related to criminal justice.

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

Knowledge, skills, and abilities:

Extensive knowledge of law enforcement and criminal justice systems and issues at the local



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government level in order to provide full staff support and leadership for meetings and activities of the Commission.

Extensive knowledge of Federal, State, and County laws, statues, and regulations governing the exercise of law enforcement and the criminal justice system.

Extensive knowledge of legal and systemic problems facing law enforcement and the administration of justice.

Extensive knowledge of investigative and analytical methods and procedures related to the compilation and analysis of data relative to the law enforcement and criminal justice field.

Knowledge of and ability to cooperate with the goals and objectives of the Commission.

Skill in communication and interpersonal relations to establish and maintain effective working relations with Commissioners and with a variety of representatives of the public and private sector, many of whom may have conflicting and/or competing interests.

Ability to communicate clearly, concisely, and effectively, orally and in writing, in order to obtain and transmit information internally and externally.

Ability to understand laws and legislative proposals and analyze their impact on law enforcement or criminal justice programs or processes.

Ability to attend meetings or perform other assignments at locations outside the office.

Medical protocol: Medical History Review.

Approved: Isiah Leggett
Isiah Leggett, County Executive

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