

Resolution No.: 16-219
Introduced: June 26, 2007
Adopted: June 26, 2007

**COUNTY COUNCIL
FOR MONTGOMERY COUNTY, MARYLAND**

By: County Council at Request of County Executive

SUBJECT: Approval of Executive Regulation 8-07, Position Description for Deputy Director for Special Projects, Department of Public Works and Transportation

Background

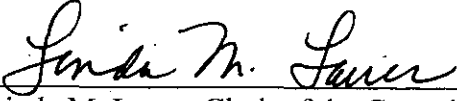
1. On April 20, 2007, the County Executive forwarded proposed Executive Regulation 8-07.
2. The Council must review the regulation under method (1) of Section 2A-15 of the County Code.
3. Under method (1), a proposed regulation does not take effect until the County Council approves it.
4. The Transportation and Environment Committee held a worksession on proposed Executive Regulation 8-07 on June 21, 2007. The Committee recommends approval of 8-07 as submitted.

Action

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

Executive Regulation 8-07, Deputy Director for Special Projects, Department of Public Works and Transportation is approved.

This is a correct copy of Council action.


Linda M. Lauer, Clerk of the Council



MONTGOMERY COUNTY EXECUTIVE REGULATION

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

Subject	Position Description for Deputy Director for Special Projects, DPWT	Number	8-07
Originating Department	Office of Human Resources	Effective Date	June 26, 2007

Position Description for Deputy Director for Special Projects, Department of Public Works and Transportation

Executive Regulation No. 8-07
Issued by: County Executive

Authority: Montgomery County Code, 2004, Sections 1A-104(b)(2), 2-56(b), and 2A-15(f)
Supersedes: Executive Regulation No. 15-02
Council review: Method (1)

Montgomery County Register, Volume 24, Issue 3
Comment deadline: March 30, 2007
Effective date: June 26, 2007

Summary: This regulation provides a position description for the non-merit position of Deputy Director for Special Projects, Department of Public Works and Transportation. 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 2-56(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>



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Position Description for Deputy Director for Special Projects, Department of Public Works and Transportation

Definition of class:

This is senior level technical and administrative work which involves planning, developing, coordinating and implementing special projects within the Department of Public Works and Transportation (DPWT). 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. The incumbent of this position reports to the Director of the Department of Public Works and Transportation. Key responsibilities of the position include providing oversight and leadership for the County's efforts on key new initiatives and special projects and the improvement of customer services within the Department. The incumbent will also serve as a project manager and/or task force leader to study issues and implement actions in a variety of programmatic and management areas.

The work requires mastery of a comprehensive professional or administrative field and expert application of advanced level management principles to conduct strategic, visionary, long range planning; to establish and implement innovative concepts; to determine and advise the Director on such matters as methods and processes, the allocation of major resources, or the resolution of unprecedented problems involving adjustments in work effort, service levels, or resource requirements. The employee has complete responsibility and accountability for the achievement of established objectives and works with little or no technical guidance. The work outcome has a significant impact on the general population of the County.

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



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Examples of duties:

Plans, leads and oversees the development of public works and transportation policy on a variety of projects and provides analyses on numerous diverse and complex issues/problems directly related to public works and transportation projects.

Organizes and/or leads agency committees to develop recommendations in a variety of functional areas within public works and transportation and provides advice on budget, program proposals and other matters to the Director.

Works with executive level managers and appointed officials of other State and local government agencies on selected, sensitive public works and transportation issues.

Coordinates special projects, transit initiatives, and customer service initiatives that involve multiple public/private entities and assists division chiefs in the implementation of these projects.

Performs special ad hoc assignments, researches issues, oversees studies, and provides analyses on public works and transportation issues and develops management recommendations.

Serves as project manager, committee chair, or task force leader to implement special projects.

Performs related duties as required.

Recommended qualifications:

Experience: Seven years of progressively responsible experience in organizational management, or transportation and/or public works, four years of which are in a supervisory or executive capacity.

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, preferably, is in a field related to public works and transportation.

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



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Knowledge, skills, and abilities:

Knowledge of management practices and principles

Knowledge of the principles and practices of transportation system planning and management.

Knowledge of local government functions and organizations.

Knowledge of Capital Improvements budgeting and programming, Operating budgeting and programming and related fiscal matters.

Knowledge of Federal, State and local transportation policies and standards.

Skill in planning, developing, implementing and administering a broad range of transportation functions across divisional and departmental lines.

Skill in negotiating agreements, a collective position, etc., in support of the execution of the program objective.

Ability to communicate effectively, orally and in writing, in a clear and concise manner.

Ability to establish and maintain effective working relationships with other governmental agencies, private organizations and the general public.

Ability to develop, present and defend program measurements related to the program.

Ability to attend meetings and perform work 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