



# MONTGOMERY COUNTY EXECUTIVE REGULATION

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

<b>Subject</b>	Position Description for Deputy Director of Operations, Department of Transportation	<b>Number</b>	10-19
<b>Originating Department</b>	Office of Human Resources	<b>Effective Date</b>	

Montgomery County Regulation on

## **POSITION DESCRIPTION – DEPUTY DIRECTOR OF OPERATIONS, DEPARTMENT OF TRANSPORTATION**

Issued by: County Executive

Regulation No. 10-19

Authority: Montgomery County Code (2014) Section 1A-104(b)(2)

Supersedes: None

Council Review: Method (1) under Code Section 2A-15

Register Vol. 36 No. 2

Effective Date:

Comment Deadline: March 3, 2019

Summary:	This regulation establishes the position description for Deputy Director of Operations, Department of Transportation, a non-merit position.
Staff contact:	Kimberly Williams, Office of Human Resources (240) 777-5198
Address:	Office of Human Resources Executive Office Building 101 Monroe Street, Fifth Floor Rockville, Maryland 20850
Background:	Montgomery County Code § 1A-104(b)(2) requires that certain positions in the Executive Branch designated by law as non-merit must be supported by a position description established by executive regulation under method (1).

## **DEPUTY DIRECTOR OF OPERATIONS, DEPARTMENT OF TRANSPORTATION**

### **DEFINITION OF CLASS:**

Under the executive appointment of the County Executive and reporting to the Director, Department of Transportation, the Deputy Director of Operations has full authority and accountability in the absence of the Director. The Deputy Director assists the Director in the overall management, administration, operations, planning, and coordination of a diverse range of activities, operations, services, and staff in order to accomplish



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the departmental vision, mission, and guiding principles. The position works in conjunction with the Director to oversee the planning and deployment of department-wide resources to carry out the operations of the Department in supporting the implementation of the County Executive's priorities. The position assists the Director in the management of the Department of Transportation and has full line management responsibility for planning, developing, and implementing employee work programs, communicating expectations, and assessing the achievement of established goals.

## MAJOR DUTIES:

The Deputy Director of Operations oversees defined operations, services, divisions, staff within the Department of Transportation. The work includes coordinating with County and department staff to develop or update the administration and operations of the Department including information such as operational objectives, technologies, systems, information specifications, schedules, funding, and staffing. The work may involve preparing and reviewing operational reports and schedules to ensure accuracy, efficiency, and compliance with government policies and regulations. The position provides technical assistance to staff, volunteers, advisory boards, councils, community agencies, and others.

## EXAMPLES OF DUTIES: (Illustrative Only)

- Exercises the full range of supervisory duties and responsibilities as defined in the Montgomery County Personnel Regulations (MCPR).
- Assists the Director in developing comprehensive long and short-range strategies designed to achieve Departmental goals and objectives and establishes priorities as necessary to accomplish them.
- Assumes the duties and responsibilities of the Director in his/her absence.
- Exercises technical management oversight for all operations.
- Analyzes technical performance reports, correspondence, and contracts.
- Reviews, evaluates and makes recommendations to the Director regarding areas of departmental responsibility.
- Investigates and researches difficult and complex inquiries, problems, or complaints, and initiates appropriate steps to address/resolve them.
- Performs tasks and duties which may not be specifically listed in the class specification or position descriptions, but which are within the general occupational category and responsibility level typically associated with the employee's class of work.

## SUPERVISORY CONTROLS:

Work is performed with a wide latitude for independent judgment and action under the general supervision of



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the Director. May provide direct supervision to management, professional, technical, and administrative support staff.

**SUPERVISION EXERCISED:** Employees in this classification act as supervisors to other positions.

**GUIDELINES:**

Incumbent must possess the ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Incumbent must possess the ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

**COMPLEXITY:**

Complex function with significant number of interrelated professional and operational disciplines which must be coordinated. Considerable discretion and latitude to direct and control affairs of the organization. Requires the exercise of ingenuity, creativity, judgment, and problem-solving skills.

**SCOPE AND EFFECT:**

The work involves planning, developing, and carrying out vital administrative and service programs. The programs are essential to the mission of the County and/or effect large numbers of people on a long-term or continuing basis.

**CONTACTS:**

Serves as a liaison between department director and department division chiefs, customers, County, State, and federal government representatives, public service and other community organizations, the media and the public-at-large; attends conferences, seminars and training.

**PUBLIC SERVICE /ASSISTANCE:**

Personal assistance and/or care of constituents is provided on an on-going basis.

**HAZARDS:** The work involves no significant hazards.

**MINIMUM QUALIFICATIONS:**

Graduation from college or equivalent plus experience of a type, duration, level of complexity, diversity and responsibility to be determined at time of announcement, which has provided the applicant with the necessary knowledge, skills and abilities to perform the duties in the appropriate executive level functional area; or equivalent combination of education, experience and training.



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## Knowledge, Skills, and Abilities:

### *Advanced Knowledge of:*

- Modern office procedures, practices, and equipment.
- Principles and practices of public and business administration.
- Functions, organizations and governing laws and regulations of the County government.

### *Skill In:*

- Analyzing, interpreting, and applying the most complex procedures and information from journals, documents and manuals, financial reports, policy and procedure manuals and legal documents and manuals;
- Responding effectively to the most sensitive inquiries or complaints from constituents, other Elected Officials, and department managers, and regulatory agencies;
- Writing original reports, business correspondence, and procedure manuals;
- Effectively presenting information on complex topics to groups including Elected Officials, Department Managers and the public, to respond to questions in one-on-one situations and in groups.

### *Ability to:*

- Analyze, interpret and report research findings and recommendations.
- Exercise judgment and discretion in applying and interpreting policies and procedures.
- Plan, assign and direct the work of others in a manner conducive to full performance and high morale.
- Understand and carry out complex oral and written instructions.
- Establish and maintain effective working relationships with department officials, employees and the general public.

## Licenses, Registrations, Certifications, or Special Requirements:

Employment must have been in an administrative, professional, and supervisory capacity in an area of work related to the functional responsibility of the departments/divisions in which the position exists. In those departments/divisions where registered specialists provide the primary source of functional and technical knowledge for planning and accomplishing the mission of the departments/divisions, the incumbent may also be required to be registered and experienced in that profession. Work experience must have included supervising and coordinating a variety of functions.

## Work Environment:

Work is generally conducted in both an office and field environment. The job functions require the ability to



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attend meetings, seminars, training and conferences as well as travel to off-site facilities.

### Physical Demands:

The duties require sitting, standing, often times for long periods, walking on all types of terrain, maintaining balance, climbing stairs and inclines, kneeling, bending, stooping, crouching, reaching, pushing, pulling, twisting, requires a sense of touch, finger dexterity, ability to grip with hands and fingers, to lift and carry up to 30 pounds. May be required to wear and/or use personal protective equipment such as gloves, masks, eye protection, etc. for first aid and other department activities. May be required to work offsite and subject to outside temperatures and inclement weather.

**MEDICAL EXAM PROTOCOL:** Core Exam.

Approved:

Marc Elrich, County Executive

Date

APPROVED AS TO FORM AND LEGALITY

OFFICE OF THE COUNTY ATTORNEY

BY: [Signature]

DATE: 1/11/19