



MONTGOMERY COUNTY EXECUTIVE REGULATION

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

Subject	Position Description for Deputy Director for Results, Office of Management and Budget	Number 12-19
Originating Department Office of Human Resources		Effective Date

Montgomery County Regulation on

POSITION DESCRIPTION - DEPUTY DIRECTOR FOR RESULTS, OFFICE OF MANAGEMENT AND BUDGET

Issued by: County Executive

Regulation No. 12-19

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 for Results, Office of Management and Budget, 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 FOR RESULTS, OFFICE OF MANAGEMENT AND BUDGET

DEFINITION OF CLASS:

This is an appointed, non-merit position in the County Government. This is a senior level management position serving as the Deputy Director for the Office of Management and Budget (OMB). The position reports to the Director, Office of Management and Budget and has full authority and accountability in the absence of the Director. The position works in conjunction with the Director to oversee the planning and deployment of



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Countywide resources to carry out the mission of OMB in supporting the implementation of the County Executive's priorities and policy agenda. The position directs the preparation and transmittal of the County Executive's annual proposed operating budget and six-year fiscal plan; oversees OMB's involvement in the collective bargaining process; assists the Director in developing strategies and policies to implement the County's budget priorities; and assist the Director in the management of OMB. This is a supervisory position 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:

Work is performed independently under general administrative supervision and final results are evaluated for effectiveness in establishing policies and achieving goals and objectives integral to County's mission and purpose. Judgments and decisions are guided by broad guidelines within the context of regulations, legislation, and/or County policies and practices and requires full utilization of management principles and tactical as well as strategic planning within broadly outlined and complex regulations.

EXAMPLES OF DUTIES: (Illustrative Only)

Plan, develop, and lead year-long process to prepare the County's annual Operating Budget, six-year Public Services Program (PSP), and six-year Fiscal Plan. Consisting of the following functions:

- Establish the County's overall fiscal planning guidelines and specific budget guidelines to Executive Branch departments based on the County's fiscal plan and economic forecast.
- Collect information from various sources and analyze complex problems to identify options and recommend funding levels, including solutions to close budget gaps, in the County's annual operating budget consistent with the County Executive's policy priorities.
- Direct development of all budget adjustments including supplemental appropriations, budget amendments, and savings plan appropriation reductions.
- Manage the internal review of department budget requests, scheduling of budget review meetings with department directors and senior leadership including the County Executive and Chief Administrative Officer, and planning for the Council budget review and approval process.
- Negotiate changes to the Council's requirements specified in the annual appropriation resolutions with the Council Administrator and other Council Staff.
- Provide direction to staff on analyzing department and agency budget requests, in identifying and preparing options for the County Executive's decisions and making recommendations.
- Oversee preparation and transmittal of all fiscal reports to the County Council including the quarterly analysis of expenditures and revenues and the annual six-year fiscal plan.
- Coordinate fiscal planning and strategy with the manager overseeing development of the Capital Improvements Program.



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- Manage the complex budgetary relationship between the County, agencies, and other levels of government.
- Identify efficient and effective use of County resources, including development of performance measures and performance-based budgeting in coordination with CountyStat and other departments.
- Lead cross-department groups, including department directors and designated staff, to identify efficiencies, cost reductions, and improvements in the delivery of County programs and services through more effective allocation of County resources.
- Represent the County Executive and defend budget recommendations during Council review and approval of the annual operating budget.
- Oversee responses to questions and requests for information from the County Council, other County officials, and the public.
- Oversee OMB's involvement in the collective bargaining process. This involves assessing the County's fiscal condition and developing parameters regarding the economic provisions of labor agreements. Represent the County Executive as necessary in negotiations with the County's designated employee organizations.
- Assist Department Director in developing strategies and policies to implement the County Executive's priorities.
- Build and strengthen relationships and partnerships between OMB and departments and agencies.
- Supervises a team of Management and Budget Specialists - planning, developing, and implementing work programs, communicating expectations, assessing the achievement of established goals, and mentoring and coaching.
- Serve as Department Director in the Director's absence, with authority to approve decision memos, fiscal impact statements, position exemptions, procurement exemptions, and all other actions.

MINIMUM QUALIFICATIONS:

Education: Graduation from an accredited college or university with a bachelor's degree in accounting, business administration, economics, finance, public administration, or a closely related field.

Experience: Ten (10) years' professional experience in accounting, budget formulation, and/or financial management, four years of which were in a supervisory capacity.

Licenses, Registrations, Certifications, or Special Requirements: None

Knowledge, Skills, and Abilities:

Advanced knowledge of:



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- The principles and practices of public administration with particular reference to management concepts and techniques, strategic planning principles, policy analysis, labor relations, accounting and actuarial principles, resource allocation and budgeting.
- County government's services and programs, budget process, legal requirements, human resources policies and procedures, and accounting policies and requirements.
- Program development, implementation, management and evaluation techniques, high level interagency coordination, negotiations, and conflict resolution.
- The laws, rules and regulations governing the preparation and implementation of the County's budget and fiscal planning.
- Applicable federal, State and County laws, regulations, and policies affecting the County's services and programs.

Skill in:

- Identifying, analyzing, and evaluating information concerning highly complex, varied, and often sensitive services and programs across the entire County government.
- Effectively representing the organization on policy matters and controversial questions; negotiating agreements which accommodate the conflicting interests and viewpoints of numerous groups and organizations.
- Managing processes, setting priorities, communicating expectations, anticipating problems, developing contingency plans, and monitoring achievement of broad programmatic goals, objectives, and quality standards.
- Interpersonal relations and ability to work tactfully and effectively with elected/appointed officials, Union representative, employees, supervisors and managers, outside agencies senior leadership, and community and business organization leaders.
- Expressing ideas, conclusions and recommendations clearly and concisely, both orally and in writing.

Ability to:

- Exercise judgment and independent decision making consistent with overall organizational policies and goals.
- Plan, set priorities, and organize numerous work assignments of team members to meet tight and often conflicting deadlines.



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- Lead, inspire, motivate, evaluate, and counsel subordinate supervisory staff and to delegate responsibility to them, as appropriate.

MEDICAL EXAM PROTOCOL: Medical History Review.

Approved:

Marc Elrich, County Executive

Date

APPROVED AS TO FORM AND LEGALITY

OFFICE OF THE COUNTY ATTORNEY

BY: Ed Hutter

DATE: 1/15/19