



MONTGOMERY COUNTY EXECUTIVE REGULATION

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

Subject	Position Description for Director of Strategic Partnerships	Number	2-20
Originating Department	Office of Human Resources	Effective Date	3/12/2024

Montgomery County Regulation on

POSITION DESCRIPTION - DIRECTOR OF STRATEGIC PARTNERSHIPS OFFICE OF THE COUNTY EXECUTIVE

Issued by: County Executive

Regulation No. 2-20

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

Supersedes: Regulation No. 12-07, COMCOR 01A.104.23

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

Register Vol. 37 No. 2

Effective Date: 3/12/2024

Comment Deadline: February 11, 2020

Summary: This regulation abolishes the position description for Director, Criminal Justice Coordinating Commission (Regulation No. 12-07, COMCOR 01A.104.23) and establishes a new position description for Director of Strategic Partnerships, Office of the County Executive.

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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).

DIRECTOR OF STRATEGIC PARTNERSHIPS OFFICE OF THE COUNTY EXECUTIVE

DEFINITION OF CLASS:



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This is high level staff work directly supporting the County Executive and Chief Administrative Officer 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 Council members and their senior staff, department and agency directors, division chiefs, officials from other County agencies and government jurisdictions, and representatives of non-profit and public groups for the purpose of presenting, communicating, coordinating, collaborating and responding to variety of legislative matters, government policies and issues affecting the County.

An employee in this class provides staff support and strategic advice to the County Executive and Chief Administrative Officer in a variety of functional or policy areas. The employee in this class serves as the lead point of contact for communicating, coordinating, and facilitating Council matters and collaboration with partners such as other County agencies, nonprofits and other public groups. The work involves developing major County policy option or issue papers, analyzing, making recommendations and assisting in the development of proposed County legislation, and performing a variety of ad hoc special assignments for the County Executive and Chief Administrative Officer. Assignments are stated in terms of broadly defined functions and areas of responsibility. The employee plans, designs, and carries out major projects, policy strategy, studies, or other work independently with little or no guidance. The employee uses strategic thinking to analyze complex issues and policies in order to provide comprehensive analysis and guidance to senior staff. The employee uses considerable judgment to interpret stated and written guidelines and to develop new criteria to evaluate policy and programmatic issues or propose new policies. The complexity of the work is characterized by a variety of duties that must be applied to new and unprecedented assignments and activities 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.

EXAMPLES OF DUTIES:

- Serves as local legislative liaison for the Executive Branch.
- Tracks, reviews and coordinates Executive policy positions on all local legislation and other Council matters.
- Provides comprehensive analysis and strategic guidance on a variety of complex community related issues, policies and challenges.
- Coordinates the development of Executive positions and testimony on County legislation and other



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Council matters and ensures timely response to Council inquiries.

- Coordinates and assists in the development, preparation and review of all County legislation for the Executive Branch.
- Attends Council meetings and/or ensures appropriate attendance at Council meetings by other County officials.
- Serves as a point of contact for Executive Branch with the County Council, other County agencies, nonprofits and other community groups.
- Directs the preparation of responses to selected correspondence from the Council, including interdepartmental coordination, on multiple issues for the CE and CAO.
- Provides advice and recommendations to CE and CAO, or other senior County officials on local legislative and administrative issues.
- Coordinates, reviews executive regulations.
- Reviews executive correspondence to Council to ensure appropriateness of content prior to issuance
- Performs special, ad hoc assignments, such as researching issues, conducting studies, performing analyses, and developing recommendations on a variety of policy issues.
- Serves as project manager, committee chair, or task force leader to study issues or implement projects, as requested.
- Performs other duties as required.

KNOWLEDGE, SKILLS AND ABILITIES:

- Excellent oral and written communication skills
- Extensive knowledge of the principles, practices, and techniques of planning, formulating, analyzing, and implementing management and program policies and strategies.
- Extensive knowledge of multiple major County Government program areas.
- Strategic thinker capable of analyzing complex issues/policies/challenges and developing alternative solutions and possible next steps.
- Skill in effectively interacting and communicating with government officials and private sector organizations.
- Skill in verbal and written communication sufficient to develop defenses of, and justification for, recommended courses of action.
- Skill in analyzing complex policy issues, organizational structures, and management problems.
- Skill in managing medium to large scale projects involving coordination of multiple departments or agencies.



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- Ability to deal with people tactfully, effectively, and equitably.
- Ability to attend meetings and perform assignments at locations outside the office.
- Ability to work some evenings and weekends.

RECOMMENDED QUALIFICATIONS:

Experience: Extensive (six (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.

License: None.

MEDICAL EXAM PROTOCOL: Medical History Review

Class Established: January 2020

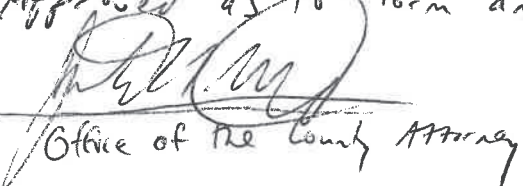
Approved:



Marc Elrich, County Executive

3/18/20

Date

Approved as to form and legality:


Office of the County Attorney

2/24/20

Date