



# MONTGOMERY COUNTY EXECUTIVE REGULATION

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

<b>Subject</b>	Position Description for Director of Strategic Partnerships	<b>Number</b> 2-20
<b>Originating Department</b> Office of Human Resources	<b>Effective Date</b>	

Montgomery County Regulation on

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

Issued by: County Executive

Regulation No. [12-19] 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: \_\_\_\_\_

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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**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, CRIMINAL JUSTICE COORDINATING COMMISSION**

#### **01A.104.23.01 Definition of Class:**



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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 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.

## **01A.104.23.02 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.



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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.

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.

## **01A.104.23.03 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.

## **01A.104.23.04 Knowledge, skills, and abilities:**



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

## **01A.104.23.05 Medical protocol:**

Medical History Review.]

### **DIRECTOR OF STRATEGIC PARTNERSHIPS** **OFFICE OF THE COUNTY EXECUTIVE**

#### **DEFINITION OF CLASS:**

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,



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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 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.



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- 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.
- 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.



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## **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

\_\_\_\_\_  
Date

APPROVED AS TO FORM AND LEGALITY

OFFICE OF THE COUNTY ATTORNEY

BY: Ed Tuller

DATE: 1/23/20