



MONTGOMERY COUNTY EXECUTIVE REGULATION

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

Subject: Chief, Services to End and Prevent Homelessness

Number: 20-20

Originating Department:
Office of Health and Human Services

Effective Date:
April 20, 2021

Office of Health and Human Services
Montgomery County Regulation on:

CHIEF, SERVICES TO END AND PREVENT HOMELESSNESS

Issued by: County Executive

COMCOR 01A.104.05

Authority: Code Section 1A-104

Supersedes: Executive Regulation 31-03, in part
Council Review Method (1) Under Code Section 2A-15

Register Vol. 38, No. 1

Comment Deadline: January 31, 2021

Effective Date: April 20, 2021

Sunset Date: None

SUMMARY: This regulation amends Section 01A.104.05 of the Code of Montgomery County Regulations to modernize the definition of the position consistent with the statute.

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Rockville, Maryland 20850

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BACKGROUND: These changes reflect the change of the name of the Service Area within the Department of Health and Human Services from Special Needs Housing to Services to End and Prevent Homelessness.

COMCOR 01A.104.05 CHIEF, SERVICES TO END AND PREVENT HOMELESSNESS

01A.104.05.01 Definition of Class.

This is senior level policy and administrative work developing and directing the planning, funding and implementation of services to end and prevent homelessness within the Department of Health and Human Services (HHS). The employee in this position will be appointed by the County Executive and confirmed by the County Council. This is a non-merit position within the Montgomery County Government. The incumbent of this position reports directly to the Director of the Department of Health and Human Services. Key responsibilities of the position include



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providing oversight and leadership to the County's efforts to develop new and innovative housing models to serve special populations; membership on the Department's management team, which oversees and ensures a fully integrated public health and human services system which is customer friendly, and fiscally and programmatically effective. The Chief, Services to End and Prevent Homelessness, promotes collaboration with and among public and private agencies in order to address the County's plan to remedy and prevent homelessness and increase the development of supportive and affordable housing for special populations.

The work requires expert application of advanced professional human services principles and theories combined with advanced management principles and practices: to determine the nature, scope, and resolution of long-standing, intractable problems related to homelessness and supportive housing; to develop and gain intra-departmental approval of major, innovative policy initiatives, and, to conduct visionary, long range, inter-and intra-departmental planning to secure funding and develop alternative housing options. The position carries significant authority to make decisions and commitments on behalf of the Department of Health and Human Services that support implementation of major policy initiatives and plans. The incumbent works closely with a broad range of individuals including elected and appointed officials, State and federal government officials, executives of public and private organizations, and representatives of housing and homeless advocacy groups.

01A.104.05.02 Examples of Duties. (Illustrative Only)

- (a) Plans, leads, and/or oversees the integration of multiple programmatic elements and human and financial resources throughout HHS and partner agencies, private sector organizations, community groups, and other stakeholders to effectively address all housing options for special populations.
- (b) Promotes and fosters partnerships with public and private agencies in order to assure a well-coordinated system of supportive housing for special populations.
- (c) Assures the effectiveness of housing programs and policies through conducting evaluations and customer feedback.
- (d) Ensures the provision of adequate and relevant staff training.
- (e) Assists the Director in the development and implementations of an integrated health and human services system.



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- (f) Maintains high visibility of the housing crisis through continuing interaction and coordination with political leaders, senior policy makers, federal, State, and local officials.
- (g) Ensures that employees at all levels are encouraged to participate in program and policy development.
- (h) Performs other related duties as required.

01A.104.05.03 Recommended Qualifications.

- (a) Experience: Seven years of progressively responsible professional experience in organizational management or in housing and supportive services for special populations, four years of which were in a supervisory or executive capacity.
- (b) Education: Graduation from an accredited college or university with a Master's Degree in a public health, human service, or public administration field.
- (c) Equivalency: An equivalent combination of education and experience may be substituted.
- (d) Knowledge, Skills and Abilities:
 - (1) Expert knowledge of advanced planning and management principles in order to conduct strategic, visionary, long-range County policy formulation regarding housing and supportive services for special populations.
 - (2) Extensive knowledge of the organizational structure and the financial and human resource sources and allocations of the County and pertinent public/private sector agencies and how to channel these resources to meet the objectives for providing sufficient housing and supportive services for special populations.
 - (3) Extensive knowledge of the needs, requirements, and unique issues associated with providing housing and supportive services for special populations.
 - (4) Thorough knowledge of, and commitment to customer service and client-focused service delivery.



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- (5) Ability to lead, plan, implement, and evaluate housing and supportive service programs.
- (6) Ability to establish collaborative and cooperative approaches to achieving goals.
- (7) Ability to establish and maintain effective and cooperative working relationships with management staff, interdisciplinary team members, representatives of public/private and community groups, elected officials, and the general public.
- (8) Ability to attend meetings or perform other assignments at locations outside the office.

01A.104.05.04 License.

None.

01A.104.05.05 Medical Protocol.

Medical History Review.

Approved:

Marc Elrich, County Executive

2/23/21

Date

Approved as to form and legality:

Office of the County Attorney

2/10/21

Date