



MONTGOMERY COUNTY EXECUTIVE REGULATION

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

Subject Position Description: Special Projects Manager, Office of Chief Administrative Officer	Number 24-22
Originating Department Office of Human Resources	Effective Date

Montgomery County Regulation on

POSITION DESCRIPTION: SPECIAL PROJECTS MANAGER, OFFICE OF CHIEF ADMINISTRATIVE OFFICER

Issued by: County Executive

Regulation No. 24-22

Authority: Montgomery County Code (2014) Sections 1A-104(b)(2), 2-26(e), and 2A-15(f)

Supersedes: Executive Regulation 22-08

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

Register Vol. 39 No. 2

Effective Date: _____

Comment Deadline: December 15, 2022

Summary: This regulation amends the position description for the non-merit position of Special Projects Manager, Office of the Chief Administrative Officer.

Staff contact: Adrienne Craver
(240) 777-2511

Address: Office of the Chief Administrative Officer
Executive Office Building
101 Monroe Street, Third Floor
Rockville, Maryland 20850

Background: Under County Code Section 1A-104(b)(2), a person holding a position in the Executive Branch designated by law as a non-merit position must be professionally qualified under a position description established by regulation under method (1). Montgomery County Code Section 2-26(e) designates this position as a non-merit position.

COMCOR 01A.104.19 Special Projects Manager, Office of the Chief Administrative Officer

01A.104.19.01 Definition of Class:

This is senior level technical and administrative work which involves planning, developing, coordinating and implementing special projects within the Office of the Chief Administrative Officer. As this is a non-merit



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position within Montgomery County Government, the employee will be appointed by the County Executive and confirmed by the County Council. [The incumbent of this position reports to an Assistant Chief Administrative Officer (ACAO).] Key responsibilities of the position include providing oversight and leadership for the County's efforts on key new initiatives and special projects and the improvement of customer services within the Department. The incumbent will also serve as a project manager and/or task force leader to study issues and implement actions in a variety of programmatic and management areas across the County government.

The work requires mastery of a comprehensive professional or administrative field and expert application of advanced level management principles to conduct strategic, visionary, long range planning; to establish and implement innovative concepts; to determine and advise [the ACAO] on such matters as methods and processes, the allocation of major resources, or the resolution of unprecedented problems involving adjustments in work effort, service levels, or resource requirements. The employee has complete responsibility and accountability for the achievement of established objectives and works with little or no technical guidance. The work outcome has a significant impact on the general population of the County.

The work is primarily sedentary, performed primarily in office settings, and subject to usual everyday risks.

01A.104.19.02 Examples of duties:

Plans, leads and oversees the development of policy on a variety of projects and provides analyses on numerous diverse and complex issues/problems.

Organizes and/or leads committees to develop recommendations in a variety of diverse areas and provides advice on budget, program proposals and other matters [to the ACAO].

Works with executive level managers and appointed officials of other State and local government agencies on selected, sensitive local and regional issues.

Coordinates special projects and customer service initiatives that involve multiple public/private entities and assists in the implementation of these projects.

Performs special ad hoc assignments, researches issues, oversees studies, and provides analyses on issues and develops management recommendations.

Serves as project manager, committee chair, or task force leader to implement special projects.



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Performs related duties as required.

01A.104.19.03 Recommended qualifications:

Experience: Seven years of progressively responsible management and administrative experience involving program operations, evaluations, analysis or similar activities, four years of which are in a supervisory or executive capacity.

Education: Possession of a Master's Degree from an accredited college or university in business, business administration, or public administration or in an equivalent field.

Equivalency: An equivalent combination of education and experience may be substituted.

01A.104.19.04 Knowledge, skills, and abilities:

Knowledge of management practices and principles

Knowledge of local government functions and organizations.

Knowledge of Capital Improvements budgeting and programming, Operating budgeting and programming and related fiscal matters.

Skill in planning, developing, implementing and administering a broad range of public services across divisional and departmental lines.

Skill in negotiating agreements, a collective position, etc., in support of the execution of the program objective.

Ability to communicate effectively, orally and in writing, in a clear and concise manner.

Ability to establish and maintain effective working relationships with other governmental agencies, private organizations and the general public.

Ability to develop, present and defend program measurements related to the program.



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Ability to attend meetings and perform work assignments at locations outside the office.

01A.104.19.05 Medical protocol:

Medical History Review.

Approved:

Marc Elrich, County Executive

Date

APPROVED AS TO FORM AND LEGALITY
OFFICE OF THE COUNTY ATTORNEY

A handwritten signature in blue ink that reads "Edward B. Lattner".

Edward B. Lattner

December 1, 2022

Date