



MONTGOMERY COUNTY EXECUTIVE REGULATION

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

Subject Position Description: Deputy Director of Environmental Protection, Department of Environmental Protection	Number 5-23
Originating Department Office of Human Resources	Effective Date

Montgomery County Regulation on

POSITION DESCRIPTION: DEPUTY DIRECTOR ENVIRONMENTAL PROTECTION, DEPARTMENT OF ENVIRONMENTAL PROTECTION

Issued by: County Executive

Regulation No. 5-23

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

Supersedes: None

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

Register Vol. 40 No. 2

Comment Deadline: March 2, 2023

Effective Date: _____

Summary: This regulation establishes the position description of Deputy Director Environmental Protection in the Department of Environmental Protection, a non-merit position.

Staff contact: Kimberly D. Williams
(240) 777-5198

Address: Office of the Human Resources
Executive Office Building
101 Monroe Street, Twelfth 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).

COMCOR 01A.104.35 Deputy Director Environmental Protection, Department of Environmental Protection

01A.104.35.01 Definition of Class:

This is an appointed, non-merit full-time position in the County Government reporting to the Director of Environmental Protection. Under the executive appointment of the County Executive and Directorship of the



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Department of Environmental Protection, the Deputy Director is responsible for assisting the Director in the leadership, operational management and administrative work directing the planning, analysis and execution of Environmental Protection services and programs across all divisions of the department. This position ensures safe continuity of operations and handles the strategic planning and execution of programs and business operations.

Key responsibilities of the position include organizational leadership and oversight of the budgets (General Fund, Water Quality Protection Fund, Solid Waste Fund Collection and Disposal Funds, and Capital Improvements Program), development of integrated resources (financial, human capital), and defining revenue financing plans that align with the department's operational and strategic direction. The Deputy Director plays an integral role in assisting the Director in defining and developing requirements and programs to ensure safe operations as well as identifying cost saving measures while ensuring effective and efficient operations, processes and services. This role works in consultation with the Director of Environmental Protection to plan, oversee and direct high-priority, cross-cutting, or time-sensitive special initiatives and projects. The Deputy Director also oversees the development and execution of health and safety programs for the department.

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

01A.104.35.02 Examples of duties:

- Oversee development of the Departments Roadmap clarifying the strategic direction with goals and objectives
- Oversee development of the capital and operating budgets for the Department's General Fund, Water Quality Protection Charge and Solid Waste Enterprise funds
- Assist the Climate Change Officer with development of the capital and operating budgets for the Climate Fund
- Develop financing strategy for all Department Capital projects
- Ensure requirements for safe operations at all department facilities are in place and document they are being followed
- In coordination with the Strategic Services Division, identify programs to be evaluated for efficiency. Work with appropriate division chiefs to perform the evaluation and implement necessary changes
- Identify organizational changes that may be needed to enhance efficiency and break down stovepipes.



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Implement necessary changes with support from the HR Liaisons and OHR

- In coordination with the Strategic Services Division, identify programs to be evaluated for efficiency. Work with appropriate division chiefs to perform the evaluation and implement necessary changes
- Develop strategy, programs, procedures, and policies to ensure compliance with environmental regulations at U.S. Federal, state, and local levels.
- Evaluate execution of budgets to identify areas of opportunity to be more efficient and provide enhanced services to residents at lower cost
- In coordination with Division Chiefs, identify the areas of coordination within DEP and between DEP and other county departments that must be managed to ensure efficiencies in program implementation
- Ensure the department is following procurement regulations and administrative procedures related to financial controls and budgeting
- Performs full range of supervisory duties and leadership responsibilities including providing guidance, consultation and direction to direct reports, multiple executives as well as senior staff as required
- In coordination with Division Chiefs, ensure compliance with federal, state, and local laws governing the delivery of environmental protection services and programs
- Display executive level communication, long-range strategic planning, and organizational leadership competencies.
- Build trust and communicate effectively with internal and external stakeholders
- Perform other related duties as required.

01A.104.35.03 Recommended qualifications:

Experience: Seven (7) years of progressively responsible professional experience in organizational or operations management in a related field, four (4) years of which were in a supervisory or executive capacity.

Education: Graduation from an accredited college or university with a Master's Degree.

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

01A.104.35.04 Knowledge, skills, and abilities:

- Extensive knowledge of the principles, practices, methods, and techniques of service delivery in a public administration with particular reference to management concepts and techniques, strategic planning principles, resource allocation and budgeting.



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- Extensive knowledge of and ability to apply knowledge of budget, fiscal, and human resource regulations, and requirements and defend and execute large complex budgets
- Extensive knowledge of government and private sector procurement, contract management, and human resources management
- Extensive knowledge of the principles and practices of public administration with particular reference to management concepts and techniques, strategic planning principles, resource allocation and budgeting
- Ability to prepare, defend, and execute large, complex budgets
- Extensive knowledge of government and private sector procurement, contract management, and human resources management
- Extensive knowledge of program development, implementation, management and evaluation techniques
- Skilled in high level interagency coordination, negotiations, and conflict resolution
- Skilled in interpersonal relations and ability to work tactfully and effectively with elected/appointed officials, union representatives, employees, supervisors and managers, and community and business organization leaders
- Knowledge of applicable Federal, State and County laws, regulations, and policies affecting environmental protection services and programs
- Skill in identifying, analyzing, and evaluating information concerning highly complex and often sensitive environmental protection services and programs
- Skill and ability to manage a department/agency/organization, set priorities, communicate expectations, anticipate problems, develop contingency plans, and monitor achievement of broad programmatic goals, objectives, and quality standards
- Ability to lead, inspire, motivate, evaluate, and counsel subordinate supervisory staff and to delegate responsibility to them, as appropriate.
- Ability to communicate effectively, orally and in writing, in a clear and concise manner

01A.104.35.05 Medical protocol:

Medical History Review.

Approved:

Marc Elrich, County Executive

Date



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Approved as to form and legality:

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

Jan. 25, 2023

Edward B. Lattner
Office of the County Attorney