



Chief of Staff to Councilmember Laurie-Anne Sayles (non-merit)  
Office of the County Council

**Councilmember Laurie-Anne Sayles**, At-Large member of the **Montgomery County Council**, is seeking an outstanding professional who will oversee a diverse range of responsibilities in a dynamic and fast-paced work environment.

The Council's synergy of talent, resources and support makes the Council an ideal employer for individuals who are looking to innovate, work on a diverse range of issues and create blueprints for bold thinking. Council staffers work with elected leaders, community groups, subject-matter experts and residents on a wide range of issues such as budgeting, legislation and land use decisions. Join an organization with a commitment to meeting the dynamic needs of more than one million residents as we govern for today and plan for the future. Montgomery County, which shares a border with Washington, D.C., is one of the largest, most diverse counties in the United States. More than a quarter of its one million residents are foreign-born and speak over 100 languages. As one of the wealthiest counties in the country, it also holds the record for most post-graduate degrees per capita.

This job includes competitive benefits including Health Insurance, Dental Insurance, Retirement, State Holidays, Paid Time Off, Sick Leave, and more. For more information about our benefits package visit the, [Total Rewards](#) page and learn about our benefit offerings.

**ROLES AND RESPONSIBILITIES:**

- Serve as a trusted advisor to the Councilmember on a wide range of policy issues and operation of the office.
- Demonstrate exceptional leadership skills and provide mentorship and guidance to staff members.
- Ensure efficient and effective operations of the office; create systems to streamline operations and manage office staff.
- Oversee staff responsible for the Councilmember's calendar, for researching policy and legislative options, for drafting documents, for handling constituent matters and for scheduling Councilmember travel, all in a timely manner.
- Participate in strategic planning, policy making, and decision-making with the Councilmember and senior management team.
- Attend meetings on behalf or with the Councilmember and coordinate follow-up as required.

*Montgomery County Government is an equal opportunity employer, committed to workforce diversity. Accordingly, as it relates to employment opportunities, the County will provide reasonable accommodations to applicants with disabilities, in accordance with the law. Applicants requiring a reasonable accommodation for any part of the application and hiring process should contact the Office of Human Resources via email to [special.accommodations@montgomerycountymd.gov](mailto:special.accommodations@montgomerycountymd.gov). Individual determinations on requests for reasonable accommodation will be made in accordance with all applicable laws.*

*Montgomery County Government also provides hiring preference to certain categories of veterans and veterans/persons with a disability. For more information and to claim employment preference, please refer to the Careers webpage on Hiring Preference.*

- Develop and implement strategies to effectively manage, leverage, and grow the county's revenue of over 7 billion dollars.
- Promote diversity and inclusion initiatives within the councilmember's office and throughout the county government.
- Collaborate with various stakeholders to promote economic competitiveness and ensure the health and well-being of all residents.
- Lead and coordinate teamwork within the office to achieve common goals and objectives.
- Maintain open and transparent communication with all stakeholders to promote trust and accountability.

#### **HIGHLIGHTED QUALIFICATIONS:**

- Ability to strategically plan, organize, coordinate, and administer the operations of one or more organizational units.
- Ability to make decision and solve administrative and operational problems arising in the organizational unit managed.
- Ability to establish and maintain effective working relationships with officials, managers, employees and the public. Influencing or persuading external audiences may be significant.
- Ability to attend meetings and perform work assignments at locations outside the office.

#### **EDUCATION, TRAINING, AND EXPERIENCE:**

Bachelor's degree in political science, public policy, or related fields and at least five (5) years of experience in management and leadership roles, including prior experience working in a government or public administration setting, preferably for a legislator.

*Candidates' possessing a Master's degree in political science, public policy or related fields are preferred.*

#### **PREFERRED CRITERIA:**

1. Strong knowledge of economic development, public health, and policy analysis.
2. Excellent communication skills, both written and verbal.
3. Ability to work collaboratively with diverse groups of individuals.
4. Demonstrated commitment to promoting diversity, equity, and inclusion.
5. Innovative thinker with a track record of implementing successful initiatives.
6. Ability to prioritize tasks and manage multiple projects simultaneously.

**Qualified candidates should submit their cover letter and resume to [victoria.tajzai@montgomerycountymd.gov](mailto:victoria.tajzai@montgomerycountymd.gov) with "Chief of Staff" in the subject line. No phone calls, faxes, or walk-ins, please.**

**This will be open until filled. The review of applicants will begin on May 6.**