



Montgomery County Government (MD)

DIRECTOR OFFICE OF COMMUNITY PARTNERSHIPS



ABOUT THE POSITION

Major duties and responsibilities:

Manage the daily operations and personnel of the Office of Community Partnerships within the Community Engagement Cluster including:

- Work closely with community outreach managers, advisory groups and stakeholders to maintain strong working relationships with the County's diverse communities on behalf of County government
- Oversee language access policies and manage interpretation and translation resources for front-facing County agencies, programs, and services
- Oversee daily operations for the Gilchrist Center
- Oversee daily operations for the Volunteer Center

Join the MCG Team — You're going to *love it* here!

THE IDEAL CANDIDATE

The ideal candidate for this role will have a background and experience that includes a strong and effective leadership role, ideally in a complex organization. They will have demonstrated successful managerial and supervisory experience in a diverse and high-impact environment. Knowledge about and experience in effective community engagement, and a demonstrated ability to build and maintain positive working relationships across lines of difference with diverse communities, is ideal. Key criteria for selection will be a demonstrated track record of integrity and excellence in leading a diverse organization, establishing trust with diverse communities and stakeholders, leading high-performing teams, and a commitment to service and building relationships. This role offers a unique opportunity for professional growth and development, as well as the chance to make a significant impact on the community.

Leading the Montgomery County Office of Community Partnerships (OCP) within the Community Engagement Cluster (CEC) requires a collaborative community-oriented Director with extensive experience in equitable community engagement who is highly skilled at maintaining positive relationships with stakeholders. The ideal candidate will need a strong work ethic and passion for community engagement and outreach and the ability to develop publicly responsive and fiscally sound recommendations and solutions to high-profile, sensitive issues and situations. It is critical that the Director be comfortable when experiencing conflicting and opposing viewpoints, as well as strongly advocated goals and objectives. This feedback may come from community organizations, stakeholders, County officials, and well-established public policy advocacy groups. The ability to handle these diverse viewpoints is key to success in this role. The Director should be agile in evaluating suitable solutions, building consensus, and developing appropriate recommendations to foster outcomes that support the vision of a more equitable and inclusive Montgomery County.

Duties will include overseeing all aspects of OCP operations including the Gilchrist Center, Volunteer Center and Translations Unit; managing community liaisons and advisory groups; ensuring front-facing County staff adhere to equitable and consistent compliance with language access policies; establishing and reviewing policies and making recommendations to enhance operations as necessary; administering contracts and monitoring contractor performance; developing and maintaining working relationships with officials from government agencies, members of OCP's Advisory Groups and community groups; providing budget, analysis, and reports as needed; and performing other related duties as required.



MONTGOMERY COUNTY OFFICE OF COMMUNITY PARTNERSHIPS

The Montgomery County Office of Community Partnerships (OCP) operates within the Community Engagement Cluster (CEC). The Community Engagement Cluster (CEC) works to build stronger, more informed, and inclusive communities. The Cluster is responsible for strengthening Montgomery County's commitment to civic engagement and community service by engaging residents, organizations, businesses, and other interest groups in our communities. The Cluster maximizes our communities' assets – time, talents, and other resources – working collaboratively to address and resolve community issues. The Cluster has been operating as a unit since July 2011. It combines the five Regional Services Centers, four Urban Districts, the Commission for Women, and the Office of Community Partnerships, including the Gilchrist Center and the Volunteer Center.

OCP's mission is to strengthen relationships between Montgomery County Government and the diverse communities it serves. OCP serves as a bridge builder, focusing on underrepresented and underserved communities. OCP has four major components: community liaisons and advisory groups (African, African American, Asian, Caribbean, Faith, Latino, LGTBQ, Middle Eastern), language access and outreach, the Gilchrist Center, and the Volunteer Center. The Gilchrist Center (GC) provides information and referrals to programs and services offered by government agencies and community organizations. It strengthens immigrant communities' life skills through services such as English and basic computer classes. The GC also prepares immigrants for civic life and/or U.S. citizenship and naturalization and has sites in Wheaton, Gaithersburg, and East County. The Volunteer Center (VC) promotes volunteerism and connects nonprofit organizations and volunteers. The total approved fiscal year 2024 Operating Budget for the Office of Community Partnerships, including the Gilchrist Center, is \$5,892,532 with 29 FTEs.

THE MISSION OF OCP:

OCP's mission is to strengthen relationships between Montgomery County Government and the diverse communities it serves.

OCP serves as a bridge builder with a special focus on underrepresented and underserved communities.

Learn more about us by [visiting our website](#).

EDUCATION / EXPERIENCE

Experience: Extensive (seven (7) years) progressively responsible managerial/supervisory professional experience, preferably but not required, in a field related to public administration, program management, community engagement/outreach or related fields with at least five (5) years in a managerial or supervisory capacity, which included responsibility for fund and budget administration, program planning, implementation and administration, policy-making duties and responsibilities that exerted considerable influence on organizational policy, plans, and operations through technical research, management advisory services, and policy-making duties and responsibilities.

Preferred candidates will have demonstrated successful managerial and supervisory professional experience in a comparable jurisdiction or other sectors. Experience in community engagement and outreach, coalition building, and/or the demonstrated ability to work across lines of difference in diverse communities is preferred but not required. Multilingual applicants are encouraged to apply.

Education: A bachelor's degree from an accredited college or university.

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

Employment Category: This is a non-merit, at-will position, appointed by the County Executive and confirmed by the County Council.

COMPENSATION / BENEFITS

Montgomery County has an exceptional compensation package, including pay for performance, medical, dental, life insurance, long-term disability, flexible spending accounts, defined contribution retirement plan, deferred compensation plan, vacation, sick leave, wellness program, and other highly competitive benefits. Depending upon the experience and qualifications of the successful candidate, the offered salary range is \$150,000 to \$185,000.

HOW TO APPLY

This position is open until filled. To apply, email your resume and cover letter to ApplyOCP@montgomerycountymd.gov

The successful candidate will have the following experience, knowledge, and skills:

- Demonstrated leadership, administrative, and management skills
- Creativity and the ability to lead, guide, and balance change
- A commitment to communicating with all levels of the organization consistently, accurately, and in a timely manner
- A commitment to teamwork and collaboration
- A positive commitment to embracing diversity and personnel practices that ensure that the OCP is an environment that encourages individual opportunity and excellence, regardless of race, sex, individual or cultural differences
- A willingness to appropriately confront issues and make difficult recommendations and decisions
- An approachable, friendly, open, and participatory management style, open to and respecting input from others
- Outstanding interpersonal and "people" skills, with expertise in consensus building, conflict resolution, mediation, and working with issues for positive resolution
- Demonstrated professional and personal commitment to diversity, equity and inclusion
- The ability to effectively articulate community issues, goals, and objectives to the County Executive, County Council, Chief Administrative Officer, key management staff, department directors, and other County staff as well as the media with the concurrent ability to translate policy decisions into operational action
- High personal energy, enthusiasm, a positive approach, self-confidence, and a sense of humor
- The ability to maintain confidentiality and build a high level of trust with internal and external stakeholders
- Personal and professional integrity of the highest order, demonstrated in both the candidate's public and private life



COUNTY GOVERNMENT

[Montgomery County Government \(MCG\)](#) comprises the Executive and Legislative branches. The Executive Branch implements and enforces Montgomery County's laws and provides executive direction to the government. Its chief executive officer is the County Executive. Over 30 executive branch departments and agencies help deliver services to more than one million county residents. Montgomery County is proud of the services it offers. The County Council members and the County Executive serve four-year terms.



THE COMMUNITY

[Montgomery County](#), located adjacent to Washington, DC, has over one million residents and is one of Maryland's most populous and affluent counties. It is also the most diverse county in the State and ranks among the top ten most diverse counties in the nation.

Many families seeking a high quality of life and excellent schools are attracted to the County for its employment offerings, livable neighborhoods, safe communities, inclusion, and diversity. With a variety of cities, towns, and urban districts, Montgomery County's communities include Bethesda, Chevy Chase, Gaithersburg, Germantown, Rockville (the County seat), and Silver Spring. Montgomery County is home to many major U.S. government offices, scientific research and learning centers, and business campuses.

The County's workforce is one of the most educated in the nation, with the most advanced degrees per capita of any jurisdiction and one million residents or more. Higher education is further exemplified within the County by Johns Hopkins University's Montgomery County Campus, Montgomery College, and the University of Maryland Global Campus – creating a thriving center for advanced educational opportunities. Advanced medical centers include Howard Hughes Medical Institute and the National Institutes of Health. The County's public school district is the largest in Maryland and one of the top 20 school districts nationwide. Its 210 schools, including 42 national Blue Ribbon Schools, serve over 160,000 students.

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.

Why MCG?

Montgomery County is a leader in technological solutions and advancement in both Maryland and the U.S. being named the top Digital County by the Center for Digital Government, designated as a Tech Savvy County by the Public Technology Institute and winning numerous awards for providing customized services, reporting solutions and communication system implementations benefitting over 1.05 million County residents.



Montgomery County has a strong tradition of prudent fiscal management:

- Montgomery County holds the highest bond rating from each of the three major credit rating agencies.
- The County has a mandatory balanced budget and develops a six-year financial plan as part of its annual operating budget development process.
- In May 2023, the County Council approved the Montgomery County FY24 Operating Budget (including debt service, the school district, and community college) for \$6.8 billion and a Capital Improvement Program budget of \$5.3 billion for FY2023-28.

VISION: A More Equitable and Inclusive Montgomery County

Montgomery County Executive Marc Elrich has outlined a vision for the future:

- Thriving Youth and Families
- A Growing Economy
- A Greener County
- Easier Commutes
- A More Affordable and Welcoming County
- Safe Neighborhoods
- Effective, Sustainable Government

