

**Special Assistant To The Chief Operating Officer
Montgomery County Government
Department of Health and Human Services
Rockville, Maryland
\$86,655 - \$157,308**

This Manager II will serve as the Special Assistant to the Chief Operating Officer (COO) in the Department of Health and Human Services (HHS).

The primary duties of this position are to:

1. Provide senior level management and direction to critical operational and organizational functions in HHS
2. Provide analysis, advice, assistance, and recommendations to the COO in key operational areas such as fiscal reporting, budget formulation, contract and compliance issues, and human resources
3. Serve as a representative of the COO in departmental and/or County-wide meetings
4. Play a critical role in developing and implementing strategic, cross-cutting initiatives, including process and technology modernization and organizational change management

A complete job summary is available in the full advertisement.

MINIMUM QUALIFICATIONS

Experience: Seven years of progressively responsible professional experience in operations and policy for a large government organization or in health and/or human service operations, three years of which were in a supervisory or executive capacity.

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

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

**All resume submissions must address the preferred criteria for the position,
which are listed in the full advertisement, preferably in a separate section of the resume.**

We offer competitive salaries and excellent benefits.

To view the complete job announcement and to apply,
please visit our website at <http://www.montgomerycountymd.gov/hr/recruitment/applynow.html>
and then click on "Apply Now."
Click "Search Jobs" and see the full job description under the "Managerial Executive" Job Category.
Interested candidates must create an account in order to submit a resume.

The requisition number is **IRC24122**

This Recruitment Closes **March 1, 2017**

Applicants are strongly encouraged to review the
Helpful Hints when Applying for Jobs
on the Office of Human Resource's "Apply Now" webpage for important information
about the County's application requirements and process.

EOE. M/F/H.