

**Program Manager II (Transfer Section Manager), Grade 25  
Montgomery County Government  
Department of Finance  
Rockville, Maryland**

**Salary Range: \$63,439 - \$105,241**

This position supervises seven clerical positions that provide direct customer service to the public and real estate industry. This position is responsible for the complete, accurate, and timely implementation of the County's Property Transfer and Recordation Tax Program. The position manages the performance and procedures related to the taxation of the transfer of real property, and the taxation of the various deeds, deeds of trust, leases, etc., that must be recorded in the land records of Montgomery County. This position provides validation through functional reporting and analysis related to transfer and recordation taxes and real property taxes. This position is the Department's functional expert on complex real estate transactions and is responsible for the research and preparation of briefs to the Department's County Attorney who reviews and advises on all complex real estate transactions.

A criminal background and credit history check will be conducted on the selected candidate prior to appointment and will be a significant factor in the hiring decision.

As a manager/supervisor of unionized employees, this position has a responsibility for fostering a positive labor relations environment based on mutual trust, respect, and cooperation.

This position requires the ability to attend meetings or perform work at locations outside the office.

**Minimum Qualifications**

**Experience:** Five (5) years of professional experience managing or administering transfer and recordation taxes or real estate transfers, property taxes, or excise taxes.

**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**" Job Category. Interested candidates must create an account in order to submit a resume.

The requisition number is **IRC31362**

This Recruitment Closes May 9, 2018

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.