



**Manager I (Operating Budget Coordinator), Grade M1
Montgomery County Government, Office of Management and Budget
Rockville, Maryland
101077 - 179523**

The mission of the Office of Management and Budget (OMB) is to offer a broad-based, objective perspective on public and fiscal policy to the County Executive, County Council, and other County Partners. The analytical work performed in OMB provides policy makers with data and options for informed decisions. The Office supports and enhances the effective operation of County government, ensuring funds are spent in the most fiscally prudent and socially responsible way. OMB also ensures that departmental expenditures are made in accordance with Executive polices and Council appropriations, consistent with the County Charter.

This position functions as a senior manager to the OMB Director. This position directs the preparation and transmittal of the County Executive's annual proposed operating budget and six-year fiscal plan (FY19 operating budget is in excess of \$5.6 Billion); oversees OMB's involvement in the collective bargaining process; and assists the Director in developing strategies and policies to implement the County Executive's priorities.

The ideal candidate will be comfortable making decisions, is not averse to taking risks, is calm under pressure, is responsive, and proactive. The candidate will bring a strategic perspective to the position and be able to see beyond the immediate pressures, think through issues, provide sound alternatives, and focus on long-term objectives. He/she will have high expectations for themselves, be an excellent communicator and listener, be approachable, adaptable to changing needs, strive to build partnerships and collaborations, and will spend time getting to know the operational functions and issues facing the County.

Specific duties include:

- Planning, developing, and leading the process to prepare the County's annual Operating Budget, six-year Public Services Program (PSP), and six-year Fiscal Plan.
- Overseeing the Office of Management and Budget's (OMB) involvement in the collective bargaining process. This involves assessing the County's fiscal condition and developing parameters regarding the economic provisions of labor agreements and representing the County Executive in negotiations with the County's designated employee organizations.
- Assisting the Director of OMB in developing strategies and policies to implement the County Executive's priorities.
- Supervising a team of Fiscal and Policy Analysts.

A complete job summary is available in the full advertisement.

Minimum Qualifications

Experience: Seven (7) years of progressively responsible professional experience in organizational management or developing operating or capital budgets of a significant magnitude and complexity, and/or analysis of complex management and policy issues having budgetary implications. Including four (4) years of which were in a supervisory or executive capacity.

Note: the term "executive" is further defined as a high echelon or high-level position in an organization that is assigned technical research, management advisory services responsibilities, or policy-making duties and responsibilities that exert considerable influence on organizational policy, plans, and operations (e.g. county positions at Grade 30 or above).

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

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

Montgomery County Government offers competitive salaries and excellent benefits.

To view the complete job announcement and to apply, please visit our website at <https://www.montgomerycountymd.gov/HR/Recruitment/MCGCareers.html> click on the "Search Jobs" tab, and then on the Job Search link <https://tinyurl.com/MCGJobSearch> .

Read the full job description under the "Managerial/Executive" Job Category. Interested candidates must create an online account in order to apply.

The requisition number is **IRC33382**

This recruitment will remain open until position is filled.

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.

Applicants are strongly encouraged to review the Resume Preparation Tips listed under the "How to Apply" tab on the Office of Human Resource's MCG Careers webpage.

EOE. M/F/H.