



Urban District Manager

Two positions available, one each at:

- Silver Spring
- Wheaton



The Community

Montgomery County, covering approximately 500 square miles, is located between Washington, D.C. and Baltimore, is adjacent to Virginia, and has over one million residents. It is the most populous county in the State of Maryland and the most diverse county in the State, ranking among the top ten most diverse counties in the nation. Montgomery County is home to many major U.S. government offices, scientific research and learning centers, and business campuses. Enjoy four seasons in an environment of rolling hills, close to mountains and the ocean. A short ride to Washington, DC provides access to the major halls of justice, and first-class museums. We offer a bit of everything for everyone.

County Government

Montgomery County Government (MCG) is composed of 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. There are over 30 executive branch departments and agencies that help to 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.

Montgomery County has a strong tradition of prudent fiscal management and 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. For FY2021, the Montgomery County Government operating budget, including debt service, is \$2.61 billion, and last May the Council approved a Capital Improvement Program budget of \$4.35 billion for FY2021-26. The total budget including the school district is \$5.8 billion.



About the Urban Districts

The Silver Spring Urban District and Wheaton Urban District are located in the southern part of Montgomery County, nearest Washington, D.C. The Urban Districts provide enhanced services to the Central Business Districts to ensure that downtown areas are maintained in a clean, safe and attractive environment; to promote a vibrant social and business climate to support the long-term economic viability and vitality. These services include security, streetscape maintenance, tree maintenance, sidewalk repairs, marketing and special events.



The Position

The Silver Spring Urban District and the Wheaton Urban District support and enhance two of the County's commercial districts as prosperous, livable urban centers by maintaining the streetscape and its investments. The Urban Districts provide additional public amenities such as plantings, seating, shelters, and works of art as well as promoting the commercial and residential interests of these areas which include cultural programming and community activities.

The Program Managers for the Urban Districts will serve as the strategic planners for the workforce as well as determining the level and safety requirements for community and business engagement in consultation with the department director. The Urban District staff is engaged in many tasks that require strict adherence to safety and health regulations. The Program Manager has the responsibility of managing staff, maintaining business and community engagement while also managing interdepartmental and interagency responsibilities.

Some of the duties include but are not limited to:

- Directly supervising, leading and motivating staff.
- Initiating and directing planning projects and delivery of services to ensure that expansion of services is consistent with the needs and priorities of the Urban District.
- Representing the Urban District in internal and external meetings which includes developers, residents, businesses, and others inquiring about the operations.
- Managing budget for all aspects of the operations, including preparing reports, projections, analysis, and action plans.
- Continuously reviewing operational and staffing systems, protocols, guidelines, policies and procedures, amending and revising as needed to improve efficiencies.
- Convening and leading meetings with relevant County staff for development of planning, decision-making, program modification and funding.
- Developing and administering contracts, which may include preparing requests for proposals (RFPs), advertising, reviewing bids and proposals, contract preparation and processing, administration of funds, and oversight of contractor performance.
- Initiating and maintaining contacts with County and State officials, and integrating State plans, priorities, and financial resources with those affecting delivery of services at the local level.
- Conducting a variety of management studies which may involve organizational analysis, productivity improvements, policy and procedures development, and system design.

Ideal Candidate

This is a unique opportunity to be an agent of change within either the Silver Spring or Wheaton Urban District. The ideal candidate must possess:

- An openness to new information, different perspectives, and a willingness to consider new solutions to persistent urban district concerns
- A deep commitment to maintaining the streetscape and its investment in the Wheaton and Silver Spring Urban Districts
- A firm commitment to promoting the commercial and residential interests of the Districts
- A commitment to strict adherence to safety and health regulations
- A desire to manage and lead staff along with growing community engagement
- A collaborative commitment to community engagement focused on problem solving

Education and Experience

Experience: Five (5) years of professional experience related to financial management, human resource management, budget administration or contract administration.

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

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

Compensation and Benefits

Montgomery County offers quality compensation and a generous benefits packet including medical, dental, life insurance, long-term disability, flexible spending accounts, defined contribution retirement plan, deferred compensation plan, leave plans, wellness program, and other highly competitive benefits. Learn more by visiting:

- www.WORK4MCG.com (select Total Rewards tab)
- [New & Prospective Employees](#) (select Prospective Employees tab)

Application Process

To apply, visit www.WORK4MCG.com and click the "Search for Jobs at MCG" button. Under the Search Jobs tab, enter IRC46774 in the Keywords field.

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.