

# Maryland-National Capital Park and Planning Commission

## **EXECUTIVE DIRECTOR**

THE MARYLAND-NATIONAL CAPITAL PARK AND PLANNING COMMISSION (M-NCPPC) is seeking applications and nominations for its top executive, appointed position of Executive Director. The Executive Director serves as Chief Administrative Officer of the Commission as well as one of seven department heads as the Director of the Department of Human Resources and Management. The position is appointed by and serves at the pleasure of the Prince George's and Montgomery County Planning Boards, acting as the Commission. As Executive Director, the incumbent is responsible for the coordination of a 345 million dollar budget; the administration of Commission-wide policies and procedures; a centralized personnel system including merit regulations, affirmative action, collective bargaining, labor/employee relations, compensation and benefit plans; the coordination of central administrative support for operating departments; and serves as the corporate secretary for the Commission in the execution of policy and all legal documents and is the Commission's agent in public and private sectors.

The M-NCPPC is a dynamic and diverse bi-county agency providing park, recreation, and planning services for Prince George's and Montgomery Counties, Maryland, serving a combined population of over 1.7 million citizens. The Commission employs over 2,000 career staff, and in excess of 5,000 seasonal employees. The Commission is the only five-time gold medal winner of the National Park and Recreation Award for Excellence, and is one of 55 park and recreation entities to be accredited by the Commission for Accreditation of Park and Recreation Agencies.

This position requires a visionary, strategic, high energy, multi-talented, motivated individual with excellent communication skills and political acumen, a strong record of administrative leadership and inclusive, team and mission-oriented management style that results in successful maximization of technological advances, recruitment and retention innovation, training and career development enhancement, and consistent implementation of administrative practices.

The successful candidate will have a Master's degree from an accredited College or University in Public or Business Administration or a related field of study with seven years of progressively responsible and broad ranged experience in directing a diversified public or private organization, with at least four years of directing programs and staff at a senior executive level; or an equivalent combination of education and experience. Salary is negotiable, supported by a highly competitive benefit and retirement package, and a take home vehicle.

For additional information visit our web site ([www.mncppc.org/](http://www.mncppc.org/)). Submit resume/application by November 30, 2006 to Sam Peebles, Human Resources Director. Applications can be e-mailed to [Sam.Peebles@mncppc.org](mailto:Sam.Peebles@mncppc.org) or mailed to 6611 Kenilworth Avenue, Room 404, Riverdale, Maryland 20737.

The Maryland-National Capital Park and Planning Commission is an Equal Opportunity Employer and women and minorities are encouraged to reply and visit our website at [www.mncppc.org](http://www.mncppc.org).