

The Maryland-National Capital Park and Planning Commission

TITLE: Deputy Executive Director

GRADE: 40

DATE: 10/25/22

SERIES: General Administrative CODE: 1562

EEO: Official/Admin

FLSA: Exempt

Class Definition:

Under administrative direction and reporting directly to the Executive Director, the Deputy Executive Director is a highly visible leader who executes the Commission's mission, vision, and goals. Provides administrative oversight as directed by the Executive Director to the Corporate Directors of Human Resources, Budget, and Policy and Management Operations and others reporting to the Executive Director. Coordinates with the Executive Director in preparing both short and long-term strategies to achieve Commission-wide goals and objectives and ensures they are achieved through available resources. Provides administrative leadership on behalf of the Executive Director and executes continuous change leadership, such as creating and disseminating Commission visions, overcoming resistance to change and managing conflict. At the direction of the Executive Director, directs and approves work of the respective Corporate Directors (Human Resources, Budget, Policy and Management Operations), and others. Reviews and approves personnel actions made by Corporate Directors and decides on personnel matters affecting key employees. Develops, reviews, approves and implements Commission-wide programs and projects. Provides Commission-wide interdepartmental support on behalf of the Executive Director. Plans, designs and executes new and existing Commission-wide deliverables. Monitors Commission performance and compliance. Keeps informed of changes in organizational direction and mission. Reviews and recommends Commission-wide areas of improvements to the Executive Director. Works with key Commission stakeholders and oversees various Corporate project teams. Executes key deliverables, specifies timeframes for completion and ensures end-products meet compliance and conformance. Presents and justifies high-level Commission-wide matters to the Executive Director, Department Heads, Executive Committee, Commissioners, and external partners (Federal, State, and County agencies, advocacy groups, business groups, citizens) to identify wants, needs, concerns and perspectives. Coordinates, instructs and guides departmental leadership to obtain consensus and compliance. Defends, convinces and persuades others to achieve goals of the Commission and ensures they are being executed and any differences are reconciled. Negotiates matters of substantial value which represents the best interest of the Commission. Work substantially impacts the Commission's internal and external stakeholders, directly affects the mission of the Office of the Executive Director and Department of Human Resources and Management and ensures effective execution of continuous strategic development, modernization and oversight. Work may be highly confidential or highly sensitive. Applies expert knowledge of organizational design and leadership, Corporate Policy, Fiscal Management, Human Resources, and Commission stakeholder history, policy, communication strategies, and all applicable County, Federal and State regulations. Applies highly specialized forms of analysis in consideration of long-term endeavors; performs intensive analysis and probing assessments of multiple, interactive variables, including uncertainties, to determine effects. Interacts with people inside and outside the organization to exchange information, coordinate, instruct, guide, advise and obtain agreement or compliance or achieve other desired actions. Meets the FLSA standard for exemption as a supervisor. Performs other duties, as assigned.

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Work is assigned in terms of functional responsibilities, goals, priorities, and resources. Incumbent independently plans and manages all unit work within this framework and is held accountable for provision of effective products and services including advice to management and achievement of unit/team and Commission goals and is expected to keep the supervisor informed and to seek assistance only for unmanageable problems. Work is expected to meet objectives highly effective and is evaluated in terms of achievements, teamwork, customer service and other factors such as skill and ingenuity in overcoming technical and non-technical problems.

Examples of Important Duties (Estimated Percentages):

1. Unit/Team Management ($\pm 20\%$)

- Provides administrative leadership on behalf of the Executive Director and executes continuous change leadership (e.g., create and disseminate Commission visions, overcome resistance to change, manage conflict). Directs and approves work of the respective Department Directors (Human Resources, Budget, Policy and Management Operations), and others as assigned by the Executive Director. Reviews and approves personnel actions.
- Keeps unit staff informed of Commission-wide policies and procedures. Establishes unit work program goals and objectives; sets work standards; enforces work rules; plans, schedules, assigns, and reviews the work of the unit. Provides input for, recommends and administers approved unit budgets (controls expenditures); manages unit staff and other personnel in support of programmatic objectives and operational requirements; monitors work operations; and ensures oversight of the work of consultants and contractors.
- Performs a full range of supervisory HR management functions, unit-wide. Initiates or recommends official personnel actions such as recruitment, selection and transfer. Selects or helps select staff. Trains and develops staff or ensures staff training and development. Mentors and coaches; counsels or disciplines. Approves leave; ensures adherence to Equal Employment Opportunity (EEO) requirements and pertinent Commission-wide policies and procedures. Establishes and communicates objectives and expectations and evaluates performance.

2. Quality Assurance/Quality Control/Related ($\pm 70\%$)

- Coordinates with the Executive Director in preparing both short and long-term strategies to achieve Commission-wide goals and objectives and to ensure they are achieved through available resources.
- Develops, reviews, approves, recommends, and implements Commission programs. Provides Commission-wide interdepartmental support on behalf of the Executive Director. Plans, designs, and executes new and existing Commission deliverables.

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Monitors Commission performance and compliance. Keeps informed of changes in organizational direction and mission changes.

- Reviews and recommends Commission-wide areas of improvement to the Executive Director.
- Works with key Commission stakeholders and oversees various Departmental project teams.
- Executes key deliverables and timeframes for completion and ensures end-products meet compliance and conformance.
- Solves complex problems involving many variables which may be politically controversial.
- Negotiate matters of substantial value which represents the best interest of the Commission.
- Presents and justifies high-level Commission matters to the Executive Director, Department Heads, Executive Committee, Commissioners, and external partners, (Federal, State, and County agencies, advocacy groups, business groups, citizens) to identify wants, needs, concerns, and perspectives. Coordinates, instructs, and guides departmental leadership to obtain consensus and compliance.
- Defends, convinces, and/or persuades others to achieve goals of the Commission and any differences are reconciled.
- Negotiates matters of substantial value which represents the best interest of the Commission.

3. Other (±10%)

- Presents to County, State and Federal agencies, and other external stakeholders.
- Analyzes highly complex data, technical reports, and correspondence and writes highly technical reports and correspondence/memoranda.

Important Worker Characteristics:

- A. Expert knowledge of (1) organizational management; (2) public administration; (3) leadership; (4) public speaking; (5) budgeting; (6) communication and (7) “soft-skills” communication (listening; teamwork; adaptability; problem-solving; creativity).

**Typically acquired or fully developed primarily after employment in this job class.*

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- B. Management/supervisory skills to effectively manage and develop professional staff, monitor performance, develop and evaluate performance goals, train and develop skills and abilities, provide leadership, follow Commission-wide personnel policies and procedures and recognize and recommend personnel actions including recruitment, selection, promotion, transfer and discipline.
- C. Skill in and ability to (1) analyze highly complex data and technical reports and correspondence; (2) write highly technical reports and correspondence/memoranda; (3) effective delegation, (4) effective time management; (5) strategic thinking; (6) employee development; (7) direct and approve work of the respective Corporate Directors and other direct reports as assigned; (8) review and approve personnel actions and decide on personnel matters affecting key employees.
- D. Considerable skill in problem solving in order to select, organize and logically process relevant information (verbal, numerical or abstract) to solve a problem. This includes skill in recognizing subtle aspects of problems and making recommendations and decisions. Examples include solving highly complex problems involving many variables which may be politically controversial.
- E. Skill in communication to understand verbal and written information (including facts, assertions and arguments), draw inferences, form hypotheses and develop logical arguments, and to express such information so that others will understand, and at times, agree, comply or take other desired action(s). This includes skills in actively listening to ascertain key information, perspectives, concerns, wants and needs of others, and in communicating effectively to obtain agreement, compliance or other desired results. Examples include executing "soft" communication; provide administrative leadership on behalf of the Executive Director and executes continuous change leadership (e.g., create and disseminate Commission visions, overcome resistance to change, manage conflict); present and justify high-level Commission matters to identify wants, needs, concerns and perspectives; make effective presentations on behalf of the Commission, Office of the Executive Director, or Department of Human Resources and Management; negotiate matters of substantial value which represents the best interest of the Commission; defend, convince, or persuade others to achieve goals of the Commission and any differences are reconciled; coordinate, instruct, and guide leadership to obtain consensus and compliance.
- F. Interpersonal skills to interact effectively with contacts in a businesslike, customer service-oriented manner; this includes establishing and maintaining effective working relationships and working as a member or a leader of a team concerning highly complex or sensitive matters.
- G. Skill in using a computer; modern office suite software (such as MS Office), enterprise software and specialized software.

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Minimum Qualifications (MQs):

1. Bachelor's Degree in Public Administration, Business Administration or any related field.
2. Fourteen years (14) years of broad and varied administrative experience, which includes three years of management level experience.
3. An equivalent combination of education and experience may be substituted, which together total 18 years.
4. Valid driver's license in accordance with both State and Commission rules and regulations. Driver's license must be unencumbered by restrictions, revocations, suspensions, or points that could limit the employee's ability to drive Commission vehicles or perform driving duties required by the position of assignment.

Working Conditions:

Works mainly in an office setting; may work outdoors briefly on an incidental basis. Work is primarily sedentary and requires light physical effort. May be subject to various job demands such as high volume of work and intense pressure at times to meet deadlines.