

The Maryland-National Capital Park and Planning Commission

TITLE: Assistant Executive Director
SERIES: General Administrative

GRADE: K **CODE:** 2335
DATE: 10/11/89

Class Definition

Under general direction, assists the Executive Director in the management of the Department of Administration and in providing administrative and management support to M-NCPPC, its operating Departments, Boards and Committees. Assistance may include such areas as: Personnel Management, Administrative Management, Budget Management, Equal Employment Opportunity, Affirmative Action and Labor-Management Relations. Coordinates activities with other Commission units. Performs other related duties as assigned.

Examples of Important Duties

1. Assists in overall coordination of departmental work programs and the formulation of policies and procedures as assigned by the Executive Director.
2. Supervises staff activities as designated.
3. Represents Department of Administration on various task forces, committees, and inter-agency groups, as relevant.
4. Monitors local, state and federal policy and program developments including court decision affecting policies and programs as assigned, and advises the Executive Director on appropriate policies, studies and actions in response thereto.
5. Advises with respect to a broad range of policy and administrative matters coming before the Commission, its operating departments or any committee thereof in such areas as Personnel Administrative, Labor Relations, Affirmative Action, and Budget and Management policy.
6. Coordinates program activities among other divisions and agencies.
7. Acts for Executive Director in his/her absence.

Important Worker Characteristics

- A. Considerable knowledge of (1) management; (2) public administration; (3) Commission activities;* (4) Commission organization;* (5) Commission policies and procedures;* (6) budgeting; (7) personnel; (8) accounting; (9) organizational

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Important Worker Characteristics (Cont.)

development; (10) statistical analysis; (11) supervision.

- B. Ability to (1) solve complex problems involving many variables; (2) analyze data; (3) read technical reports and correspondence; (4) write technical reports and correspondence; (5) use proper spelling, punctuation and grammar; (6) make oral presentation to large groups; (7) speak clearly; (8) organize work efficiently.

* Developed primarily after employment.

Minimum Qualifications

1. Bachelor's degree or four years experience in public or business administration or related field, and;
- 2 . Eight years of broad and varied administrative experience, three years of which was at the management level.
3. An equivalent combination of education and experience.