

Maryland-National Capital Park and Planning Commission Merit System Board Operations
Manager (10146) March 2008

The Merit System Board adjudicates final administrative appeals for covered employees who are seeking redress for a personnel action or decision. An experienced Operations Manager is sought to maintain the daily operations of the Board's business.

This is a professional level position. Duties include review of incoming cases to determine substantive and procedural acceptability and adequacy of supporting documentation, management of case processing, maintenance of case filing system, coordination of Board meetings and hearings, participation in preparation of the Board's annual budget, and overseeing the submission of reports, vouchers, etc. having budgetary implications. Serves as day-to-day liaison between the Board and Commission officials, employees, and the public on matters that do not require the presence of a Board member.

This is a part-time (16 to 24 hours per week) contractual appointment. Successful candidate's qualifications should include a Bachelor's Degree in Human Resources or related area and four (4) years of responsible professional work in human resources programs. This appointment includes generic leave each year. The rate of pay will be commensurate with appointee's credentials.

Please send resumes and letters of interest to the Commission at (www.mncppc.org/). Applications can be mailed to Recruitment and Selection Services Office, 6611 Kenilworth Avenue, Suite 103, Riverdale, Maryland 20737, ATTN: Merit System Board Operations Manager (10146). This position is open until filled.

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.