

**MONTGOMERY COUNTY GOVERNMENT  
ROCKVILLE, MARYLAND  
CLASS SPECIFICATION**

**Code No. 000820  
Grade 29**

**ECONOMIC DEVELOPMENT PROGRAM MANAGER**

**DEFINITION OF CLASS:**

This is supervisory staff work involving the development and implementation of economic plans, programs, and activities in either strategic planning or business and industrial development. Contacts include County Executive and senior staff, department/agency directors, division chiefs, high ranking officials from other governmental jurisdictions, corporate officers representing private sector companies, university leaders, representatives of non-profit organizational groups/committees, media and members of the general public. The purpose of these contacts is to recommend strategies for policy implementation, market programs and garner support, resolve conflicting objectives, and cooperate on joint projects or discuss issues of mutual interest. Contacts are also maintained with subordinate staff to assign and evaluate their work. While this class of work occasionally requires employees to meet with or speak before the general public and citizen groups, it does not require employees to provide direct public service or assistance on a one-to-one basis.

An employee in this class, working under general direction of an appointed Office Director, manages the planning, development, formulation, and execution of executive policy development and program implementation on a broad range of economic matters which include business attraction and expansion, high technology development, Federal agencies expansion, land use, tourism, higher education and training, agriculture preservation and public-private partnerships. Due to the small size and workload of the organization to which an employee is assigned, employees participate in the work which is performed by staff professionals. An employee in this class is guided by State and local laws and regulations and County administrative policies and procedures governing economic development. Employees use initiative and creativity to devise innovative methods, solutions and approaches for developing and changing economic policies and implementing programs. Completed work is reviewed in terms of the effectiveness in achieving agency objectives. The complexity of the work is characterized by the requirement for employees to plan, organize and implement economic development plans and strategies on a wide range of issues, develop consensus with high level officials representing corporate businesses, universities, private industries and governmental agencies, and advise high level County officials on potentially controversial matters. The policy and strategy recommendations and other work products of an employee in this class contribute to the development of the County Government's competitive posture for new investments and cooperative ventures which serve to retain and further enhance the County Government's economic base. The work is primarily sedentary, generally performed in a typical office setting and subject to common, everyday risks.

**EXAMPLES OF DUTIES: (Illustrative Only)**

- Plans, develops, directs, supervises, and evaluates the activities of the unit to which assigned.
- Directs and participates in the development and formulation of the County Executive's economic policy positions.

- Conducts formal briefings and presentations for County officials, including County Executive, Chief Administrative Officer, County Council, Planning Board, and citizen and community groups to explain economically based planning proposals and gain support of such officials and groups.
- Meets and negotiates with executives of major corporations, and Federal and State agencies to resolve issues on expansion in the County.
- Coordinates with other departmental senior staff in the development of a long-range and strategic planning effort including the establishment of department goals and objectives.
- Develops, in conjunction with the Office Director, an annual work program for the unit to which assigned and monitors progress towards meeting objectives.
- Conducts studies and performs analyses to anticipate economic trends and outlook.
- Provides guidance and recommendations to Department/Agency Heads.
- Provides advice and recommendations to the Office Director, County Executive, and Chief Administrative Officer as well as other senior County officials, regarding strategies to implement public policy decision including organization and financial resources required.
- Provides supervision, direction and leadership to employees.
- Develops and prepares policy papers, comprehensive plans and strategies for County-wide economic development.
- Directs and prepares portions of the review and analysis of proposed Federal, State and local legislation affecting the County Government's economic well being and provides individual review of legislation of critical importance or special interest to the County.
- Provides leadership, technical advice and guidance to the Economic Advisory Council which advises the County Executive on economic, fiscal and management issues.
- Participates in personnel functions by providing advice/recommendations on new hires, promotions, transfers and terminations.
- Performs related duties as required.

**KNOWLEDGE, SKILLS AND ABILITIES:**

- Extensive knowledge of the principles, practices and techniques of planning, formulating, analyzing and implementing management and programmatic policies and strategies.
- Extensive knowledge of State and County laws concerning land development.
- Skill in directing economic planning or technical studies covering a wide range of issues in a planning specialization.
- Skill in negotiating agreements with governmental and private sector organizations.
- Skill in oral and written communication sufficient to develop defenses of and justifications for recommended courses of action.
- Ability to deal tactfully, effectively and equitably with people.
- Ability to attend meetings or perform other assignments at locations outside the office if necessary.

**MINIMUM QUALIFICATIONS:**

**Experience:** Extensive (7 years) experience in an economic planning and program development specialization appropriate to the assignment of the position.

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

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

**LICENSE:** None.

**PROBATIONARY PERIOD:**

Individuals appointed to a position in this class will be required to serve a probationary period of twelve (12) months and, if promoted to a position in this class, will be required to serve a probationary period of six (6) months. Performance will be carefully evaluated during the probationary period.

Continuation in this class will be contingent upon successful completion of the probationary period.

**MEDICAL EXAM PROTOCOL:** Medical History Review.

**Class Established:** December, 1992

**Revised:** August, 2013

October, 2014