

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

**Code No. 100801
Grade 23**

SENIOR FELLOW

DEFINITION OF CLASS:

The Senior Fellow class provides professional staff work on a part time, temporary basis to a program and/or County program administrator. The nature of the work is project-specific and in support of the County's priorities. Contacts include County Government employees, representatives of public and private agencies and the general public to coordinate work, obtain and provide information and resolve problems. Direct one-on-one assistance to the public is provided on a limited basis.

The work involves any combination of the following duties and responsibilities: assimilation, analysis, and dissemination of information and data pertaining to issues affecting programs, program recipients, and the general public; study of legislation, proposals, policies and/or recommendations regarding the subject area or program and preparation of comments/recommendations and/or testimony. An incumbent may research issues to develop new methods or propose new policies. Guidelines for conducting work are available in the form of existing laws, rules, regulations, policies, procedures, and practices that apply to project assignments; however, consideration by the employee of different approaches and methods to applying these guides may be necessary to address unusual situations or problems. The complexity of this class of work is characterized by the diversity of assignments, many of which are either unique and/or require considerable analysis of alternative courses of action. Work is primarily sedentary and is performed in an office environment.

EXAMPLES OF DUTIES: (Illustrative Only)

- Assimilates, analyzes and disseminates information and data pertaining to issues affecting programs, program recipients, and the general public.
- Studies legislation, proposals, policies and/or recommendations regarding subject area or program and prepares comments/recommendations and/or testimony.
- Conducts specialized tasks associated with new initiatives or special projects pertinent to achieving the County's priorities.
- Coordinates community outreach activities for the program; serves as point of contact and liaison between the department and the community.
- Promotes communication with community leaders and organizations to improve and enhance delivery of senior services and resolve senior issues.
- Develops partnerships with the international community and initiates service projects.
- Identifies, analyzes, and develops recommendations to problems and issues associated with departmental programs and community relations, and communicates issues/concerns to departmental management and community leaders.
- Facilitates and expedites recommendations and actions to address and correct specific problems or issues related to a County program, or initiatives.
- Provides background information and data to County personnel and/or to public and private groups to encourage participation/involvement and/or to facilitate communication and coordination.

- Performs other related duties as required.

KNOWLEDGE, SKILLS AND ABILITIES:

- Considerable knowledge of laws, standard concepts, practices and procedures within the program area to which assigned.
- Considerable knowledge of the principles, practices, requirements, procedures and methods of program development, implementation, management and/or evaluation.
- General knowledge of the legal and administrative framework of County government.
- Knowledge of advance theories, principles, and concepts of public administration, political science, business administration, economics, or other subject field related to area of study and program assignment.
- Skill in explaining and defending ideas and positions, both orally and in writing, and in persuading individuals and groups to support assigned program activities or decisions.
- Skill in expressing ideas, conclusions and recommendations effectively, clearly and concisely, both verbally and in writing.
- Skill in use of automated applications and processes (i.e., Microsoft Word, Access, Excel, and PowerPoint).
- Ability to arrive at sound conclusions through detailed analysis and evaluation of information from a variety of sources.
- Ability to prepare narrative reports, documentation packages, and oral presentations summarizing research and analysis and supporting conclusions and recommendations in a manner suitable for various levels of government.
- Ability to communicate clearly and effectively in a variety of mediums to all levels of government.
- Ability to work tactfully and effectively with constituents, community groups, elected and appointed officials, and senior staff in Departments and Agencies.
- Ability to handle confidential information with discretion.
- Ability to attend meetings and perform work assignments at locations outside the office as necessary.

MINIMUM QUALIFICATIONS:

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

Experience: Seven (7) years of professional level experience in a subject area relevant to the needs of the department/agency to which the position is assigned.

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

LICENSE: None.

MEDICAL EXAM PROTOCOL: Medical History Review with a Drug/Alcohol Screen.

Class Established: November, 2014
December, 2014
February, 2015