



**Chief Operating Officer (Manager I, Grade M1 )  
Montgomery County, MD Department of General Services  
Rockville, Maryland  
\$103,099 - \$183,113**

Montgomery County Government, Department of General Services (DGS), seeks a highly skilled and experienced individual with a solid executive level background to manage the day-to-day service operations of the Division of Facilities Management, Division of Fleet Management, County Print & Mail Services, Records Management and Archives, and Americans with Disabilities Act (ADA) Compliance.

**PROGRAM SUMMARY**

The Division of Facilities Management (DFM) delivers operational and mission critical services 24 hours a day seven days a week on behalf of County residents and Montgomery County Government. DFM manages over 400 County buildings, ensuring they are maintained at the highest level to provide a comfortable environment for employees and the public. DFM consists of Facilities Management, Engineering Services, Maintenance Repairs, Building Renovations and Inspection Services. DFM is a customer-driven support organization responsible for providing facilities management services to all agencies and offices. We are committed to planning, developing and maintaining a safe, sustainable and high quality working environment for Montgomery County residents and employees.

The Division of Fleet Management is an integral part of the Department of General Services and provides all vehicle and transportation services for the Montgomery County, MD. With customer mobility as our theme, Fleet Management owns and operates one of the largest government vehicle fleets in the State of Maryland consisting of 3565 vehicles. These vehicles serve the transportation needs of five County business groups that represent 30 individual departments.

The Central Duplicating, Imaging, Archiving, & Mail Services program provides timely and efficient document management to County Government through: high-speed digital printing services; desktop and electronic publishing; high-speed color digital printing; full service bindery; large format and banner printing; digital imaging; and electronic and physical archiving of County records. The program administers and manages the countywide paper and copier contracts. A full-service mail operation processes all classes of incoming, interoffice, and outgoing mail to the U.S. Postal Service and County departments and agencies.

The Division of Central Services provides oversight and direction for the preparation and monitoring of the Operating and Capital Improvements Program (CIP) budgets for the Department; payment processing; and oversight of all personnel activities. The Division of Central Services also handles administration of the day-to-day operations of the Department including direct service delivery, training, and oversight of procurement and contract management for the Department. In addition, the Division exercises oversight and management for the County's compliance with the Americans with Disabilities Act (ADA), increasing access to County facilities for residents and employees with disabilities.

**DUTIES, ROLES & RESPONSIBILITIES**

The Deputy Director, Chief Operating Officer, will provide substantial input and influence on policy to department directors, County Council, the County Executive, and the public. Regular contacts will include elected or appointed officials of the County government and more frequent contact with their staff as well as representatives and key staff of special interest groups, non-profits, local community and business officials, and Federal, State, and regional local government managers regarding matters relevant to the programs and services managed by the Department.

As a manager/supervisor of unionized employees, this position has a responsibility for fostering a positive labor relations environment based on mutual trust, respect, and cooperation. The individual selected for this position will be considered an Essential Employee. Essential employees must report to work during a period of general emergency or liberal leave.

**Minimum Qualifications**

**Experience:** Seven (7) years of progressively responsible professional experience in local and state government, procurement and contract administration, facility management, fleet management, four (4) years of which were in a supervisory or executive capacity, specifically executive level management and leadership, budget management, planning and administration, operations management, and policy administration.

Note: The term "executive" is further defined as a high echelon or high level position in an organization that is assigned technical research, management advisory services responsibilities, or policy-making duties and responsibilities that exert considerable influence on organizational policy, plans, and operations (e.g., County positions at Grade 30 or above).

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

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

**Medical:** Selected candidate will be required to successfully complete a Medical History Review prior to appointment.

We offer competitive salaries and excellent benefits.

To view the complete job announcement and to apply,

please visit our website at <https://www.montgomerycountymd.gov/HR/Recruitment/MCGCareers.html>

and then Click "**Search Jobs**" and see the full job description under the "**Managerial Executive**" Job Category. Interested candidates must create an account in order to submit a resume.

The requisition number is **IRC38407**

This Recruitment will remain open until filled

**All resume submissions must address the preferred criteria for the position,  
which are listed in the full advertisement, preferably in a separate section of the resume.**

Applicants are strongly encouraged to review the Resume Preparation Tips listed under the "**How to Apply**" tab on the Office of Human Resource's MCG Careers webpage.

E.O.E. M/F/H.