

## EXECUTIVE DIRECTOR

### NATURE AND VARIETY OF WORK

This is highly responsible professional administrative work which involves planning, developing and directing all activities and services within the scope of established policies, procedures and applicable legal mandates for one of the Commissions within County Government. This may include Commissions such as the Human Relations Commission, Consumer Protection Commission, Cable Television Commission, Commission for Women and the Office for the Coordination of Services to the Handicapped or others as designated. As Executive Director, primary responsibilities include supervising, coordinating and appraising the work of staff engaged in activities and services directed towards the accomplishment of the respective goals and objectives that are consistent with procedural, legal and policy guidelines. An Executive Director functions in an exempt employee status under the direction of the Chief Administrative Officer. An Executive Director exercises a high degree of latitude and independent judgment in the performance of duties. Work is reviewed through written reports and/or recommendations to the Chief Administrative Officer and/or the designated Commissioners and through observation of results to the extent necessary to ascertain that the respective areas of responsibilities, goals and objectives are fulfilled.

### EXAMPLES OF WORK (ILLUSTRATIVE ONLY)

Plans, directs and supervises all activities in areas of responsibility.

Develops and maintains effective information and referral system (as required) to enhance delivery of service to all affected citizenry.

Directs the investigation and preparation of reports on alleged acts of violation of applicable County laws, ordinances and other related statutes as may be required.

Ensures compliance with all orders, rules, regulations, and guidelines as promulgated by the appropriate governing body, and as they specifically related to individual operations.

Drafts consent agreements (as applicable) as a means of resolving problems between complaints and respondents.

Oversees the preparation of reports and/or statistical analyses reflecting the status of program(s) and services and recommendations for enhancing the delivery of services.

Represents the Commission/Office in formal hearings before the Commission, County Council and State legislature in all relevant issues.

Establishes and maintains effective working relationships with Federal, State and local government agencies, industry representatives, residents of Prince George's County and professional organizations on related matters;

Willingly and cooperatively performs tasks and duties which may not be specifically listed in the class specification or position description, but which are within the general occupational category and responsibility level typically associated with the employee's class of work.

#### REQUIRED KNOWLEDGES, SKILLS AND ABILITIES

Extensive knowledge of the principles and practices of administrative management.

Extensive knowledge of modern research and investigative techniques and procedures.

Extensive knowledge of the laws, statutes and ordinances of the State of Maryland and Prince George's County.

Extensive knowledge of local government legislative practices.

Ability to supervise, select, train, evaluate and motivate employees.

Ability to prepare, interpret and analyze narrative analytical reports.

Ability to communicate ideas clearly and effectively both orally and in writing.

Ability to establish and maintain effective working relationships with County officials, employees, representatives of other governmental agencies and various citizen groups and associations.

#### MINIMUM QUALIFICATIONS

Bachelor's Degree in Business or Public Administration, or a related field, plus at least two (2) years of progressively responsible administrative experience including at least one (1) year of supervisory experience or any equivalent combination of training and experience.

#### SPECIAL QUALIFICATION

As required by governing legislation for respective Commission.