

MONTGOMERY COUNTY, MARYLAND

Project Management Office Head Department of Technology Services





THE COMMUNITY

Montgomery County, located adjacent to Washington, DC, has over one million residents and is the most populous county in the State of Maryland. The County is also the most diverse in the State and ranks among the top ten most diverse counties in the nation. Montgomery County is home to many major U.S. government offices, scientific research and learning centers, and business campuses.

Higher education is exemplified within the County by John Hopkins University's Montgomery County campus, Montgomery College, and the University of Maryland-University College Shady Grove, creating a thriving center for advanced educational opportunities. Advanced medical centers include Howard Hughes Medical Institute and the National Institutes of Health.

Montgomery County is a leader in technological solutions and advancement in both Maryland and the U.S. being named the top Digital County by Center for Digital Government, designated as a Tech Savvy County by Public Technology Institute and winning numerous awards for providing customized services, reporting solutions and communication system implementations benefitting over 1.05 million County residents. Many families seeking a high quality of life and excellent schools are attracted to the County for its employment offerings, livable neighborhoods, safe communities, inclusion, and diversity.

COUNTY GOVERNMENT

The County Government is composed of the Executive and Legislative branches. The Executive Branch implements and enforces Montgomery County's laws and provides executive direction to the government. Its chief executive officer is the County Executive. There are over 30 executive branch departments and agencies that help to deliver services to more than one million county residents. Montgomery County is proud of the services it offers. The County Council members and the County Executive serve four-year terms.

Montgomery County has a strong tradition of prudent fiscal management and holds the highest bond rating from each of the three major credit rating agencies. The County has a mandatory balanced budget and develops a six-year financial plan as part of its annual operating budget development process. For FY2021, the Montgomery County Government operating budget, including debt service, is \$2.61 billion, and last May the Council approved a Capital Improvement Program budget of \$4.35 billion for FY2021-26. The total budget including the school district is \$5.8 billion.

A More Equitable and Inclusive Montgomery County

Montgomery County Executive Marc Elrich has outlined a vision for the future:

- » Thriving Youth and Families
- » A Growing Economy
- » A Greener County
- » Easier Commutes
- » A more Affordable and Welcoming County
- » Safe Neighborhoods
- » Effective, Sustainable Government

To learn more, go to:

www.montgomerycountymd.gov





THE DEPARTMENT

The Department of Technology Services (DTS) is currently undergoing a reorganization. DTS is currently comprised of four operating divisions: Enterprise Applications and Solutions, Enterprise Resource Planning Division, Enterprise Telecommunications Services, and Enterprise Systems and Operations, as well as the Office of Broadband Programs.

The mission of DTS is to be responsive, collaborative, and innovative in providing technology solutions and services to facilitate the delivery of a wide range of services in all branches of government. The top strategic priorities are to improve service to the public through digital transformation. The department strives to provide solutions and consultative services in a cost effective, timely, and high quality manner to reduce service times, avoid cost overages, reduce information security risk, and improve the quality of County services through automation-assisted process improvement.

DTS strives to implement the County's technology vision to be a top digital county by: (1) strengthening delivery of services to the public; (2) improving stakeholder productivity; (3) promoting an open and transparent government; (4) protecting the security of stakeholder data; (5) leveraging a dynamic IT workforce; (6) improving the agility of technology delivery; and (7) continually innovating to create a better future.

The Department plays an integral role in the County, focusing on the establishment of efficient system infrastructure and enhanced productivity. The Department has 165.25 FTEs, and an operating budget of more than \$43.3 million.

To learn more visit: <https://www.montgomerycountymd.gov/dts/>

THE POSITION

The Head of the Project Management Office is a senior management position that provides both leadership and management roles in the Project Management Office (PMO). This individual will be responsible for various methods and practices around provisioning IT into the business, improving the overall program project management maturity across the organization, and tracking and reporting the conformance to plans and expectations of IT-oriented initiatives.

The successful candidate will be responsible for supporting and enabling the organization's projects, programs, and structured work efforts. The position will ensure that the work of the PMO adds value, is relevant to the strategy of the organization, and meets the goals set for the PMO by executive management, the County Executive, and the County Council.

THE IDEAL CANDIDATE

The ideal candidate is a seasoned, experienced, highly competent leader who has an outstanding track record of fostering a project-management-oriented culture and managing large scale IT projects across multiple departments. The ideal professional must have demonstrated success in leading the identification and implementation of project management processes, methods, tools, guidelines, and standards to establish a stable framework that supports all project teams and stakeholders to improve the probability of successful project delivery. Candidates shall have a proven track record of prioritizing and implementing projects while demonstrating a commitment to both excellent customer service and employee engagement.





CORE COMPETENCIES

- **Effective Communication** – Possesses excellent oral and written communication; ensures information is effectively conveyed; listens effectively; is responsive.
- **Results Oriented** – Provides a high level of customer service; leads the identification and development of PMO roles, team configuration and recruitment appropriate to deliver the agreed-upon PMO goals and objectives. Regularly reviews and evaluates opportunities to improve the project management best practices to achieve higher maturity in PPM.
- **Problem-Solving and Strategic Thinking** – Successfully manages and directs the needed end-to-end PMO work effort, which includes leveraging best practices and techniques in identifying, quantifying and tracking the realization of expected benefits defined in business cases.
- **Effective Leadership and Governance** – Provides ongoing coaching and mentoring to PMO staff and project managers. Has a professional presence suitable to successfully engaging with and maintain relationships with senior leadership and key PMO stakeholders, and acts as a trusted advisor. Works with the CIO and division chiefs to establish the governance model for the PMO office to ensure success and a comprehensive PMO maturity model.
- **Collaborative** – Has experience in leading (where one is agreed and needed) the establishment of a project management community of practice to facilitate collaboration and best practice sharing among project managers and key PMO stakeholders.

EDUCATION/EXPERIENCE

Bachelor's Degree in Project Management, Business Management, Computer Science, Information Systems, or directly related field, from an accredited college or university. An equivalent combination of education or experience may be substituted.

At least seven years of progressively responsible professional experience in the IT Project Management industry managing large scale IT projects across multiple departments, three years of which were in a supervisory or executive capacity. Public sector experience is highly desirable, but not required.

COMPENSATION AND BENEFITS

The annual salary range for this position is \$92,185 – 167,345 and is complemented by a comprehensive benefits package, which includes a wide variety of health and wellness plans, life insurance, flexible schedules, and time off for work-life balance.

APPLICATION PROCESS AND RECRUITMENT SCHEDULE

First review of resumes will begin on **July 17, 2020**. To be considered for this exceptional career opportunity, please submit your resume, cover letter, and a list of six work-related references (who will **not** be contacted without prior notice). To apply visit: <https://executivesearch.cpshr.us/JobDetail?ID=1660>.

For additional information about this position please contact:

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Resumes will be screened in relation to the criteria outlined in this brochure. Candidates deemed to have the most relevant qualifications will be invited to interview with the consultant in mid-July, with subsequent interviews with the County. Media checks will be performed on all screened candidates, and a comprehensive reference and background check will be performed on final candidates.



Montgomery County Government is an equal opportunity employer, committed to workforce diversity. Accordingly, as it relates to employment opportunities, the County will provide reasonable accommodations to applicants with disabilities, in accordance with the law.