

Montgomery County
Department of Transportation
Rockville, Maryland

Manager III
Community Relations Manager
\$67,692 - \$123,725

This position provides overall management and program direction for the department's various community relation programs and is the overall spokesperson for the department. This person will oversee and manage key community-based programs and departmental interaction with the media. Duties include:

- Manage and oversee all media and outreach efforts for DOT.
- Manage the County's Pedestrian Safety Program, including community relations, interdepartmental coordination, managing the grant for the Safe Routes to School program and support the Pedestrian Safety Advisory Committee Coordinate Department's responses to media inquiries with staff, the Public Information Office and reporters.
- Produce a weekly Transportation Update announcement on cable TV and appear on transportation-related programs, as needed.
- Represent the Department when approached by the media for comment.
- Develop and maintain the Department's media relations policy guidance.
- Manage a series of community related services and programs such as Adopt-a road, the Storm Drain Marking Program and the Graffiti Abatement, the Renew Montgomery Program, Education Program and others.
- Utilize community organizations to optimize outreach efforts and respond from requests from community leaders, residents or businesses, as needed.
- Coordinate with County Council on constituent issues.
- Coordinate on keeping content on DOT's website fresh and useful to the community.
- Identify creative and distinct opportunities to promote and inform of DOT's programs and interact with the community.
- Cultivate and maintain relationships with key community and business leaders.
- Manage of staff of administrative and professional level employees

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.

Minimum Qualifications:

Experience: Five years of progressively responsible professional experience in personnel management, public information and/or community outreach.

Education: Graduation from an accredited college or university with a Bachelors Degree.

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

Preferred Criteria:

1. Experience with constituent issues, communicating them to appropriate staff and stakeholders and recommending a general course of action.
2. Experience presenting departmental policies and rationales for action, including high-profile, politically sensitive issues, to stakeholders, community leaders and business groups.
3. Experience with the operations of community-oriented programs and services such as Keep Montgomery Beautiful and the Pedestrian Safety Program.
4. Experience operating under broad guidelines, such as public policies and program legislation, requiring interpretation and judgment.

5. Experience providing oral communication (such as giving presentations, speaking to the public in large groups in community meetings, to the media, etc.), and written communication (such as reports, articles on public relations collaterals, websites and social media).

The selection process for this position will include an evaluation of core leadership competencies such as Customer Service Orientation; Commitment to Diversity; Communication and Persuasion Skills; Teamwork, Cooperation, and Collaboration; and, Balanced Risk Taking and Innovation.

To view the job posting and submit an application, please visit Montgomery County Government's Career website at www.montgomerycountymd.gov/careers and click on Search Jobs. You will find the job posting under the Managerial Executive job category – IRC 14216 (Closing Date 5/5/14). EOE:M/F/D.