

# MDP Chief of Operations

PIN 05488 Title: Program Manager Senior II, (Working Title: Chief of Operations), MDP

## **INTRODUCTION** (brief description of the Agency)

Be a Catalyst for Maryland's Future: Join the Department of Planning (MDP)! Do you envision a Maryland where vibrant, sustainable communities thrive alongside natural treasures - and serve to provide new opportunities and economic prosperity? Do you see the power of using data to inform the important decisions that impact Marylanders every day?

Our team at MDP is seeking a passionate, seasoned Chief of Operations skilled in the areas of budget and finance, as well as general departmental operations to play a vital role in providing the guidance, analysis, and support that empowers our agency to thrive. The ideal candidate will utilize a strategic approach to lead our fiscal and operational processes. If you're ready to make a tangible difference in shaping the landscape and future of Maryland, we encourage you to explore this exciting opportunity.

## **MAIN PURPOSE OF JOB**

This position is a member of the leadership team with day-to-day responsibility for managing the operations of the Maryland Department of Planning (MDP) including, but not limited to: finance, operations, accounting, procurement, information technology (IT), personnel, and general office operations and functions. The Chief of Operations ensures the compliance of all state and federal laws, rules, regulations, policies and procedures, and ensures that agency resources are appropriately utilized to meet all financial, operational, human resource, and IT needs for MDP Headquarters, the Maryland Historical Trust, Jefferson Patterson Park and Museum, and our regional offices in Frostburg, Centreville, and Salisbury. This position works with the Office Administrator to oversee all personnel matters and serves as the Appointing Authority for MDP which includes oversight and approvals of various human resource matters and fiscal approvals. The Chief of Operations must also be a strategic thinker who plays an important role in strategic planning, workforce development planning and implementation, oversight and measurement of those plans, as well as identifying, implementing, overseeing, and tracking performance improvement and quality improvement projects and initiatives. This includes the ability to review the agency's budget to offer projections to safeguard MDP's finances and maximize our funding. The Chief of Operations is not directly responsible for grant and pass-through funding maintenance but plays an integral role in ensuring these activities are completed with fidelity.

## **JOB DUTIES**

Operational and Resource Management - Serves as the Appointing Authority and oversees the management of personnel services. Directs personnel processes and determines the organizational staffing needs for departmental programs, divisions and units. Provides processes and approvals for hiring practices of all classifications of employees in terms of funding availability and timetables in coordination with the MDP Executive Office and Office Administrator. As Appointing Authority, the Chief of Operations is charged with completing the associated tasks regarding the appointment, promotion, transfer, reassignment, discipline, and

termination of employees in MDP. The position is also responsible for the oversight of hiring, promotions, reclassifications, etc. The Chief of Operations develops and implements strategic plans to address needs including but not limited to reorganizations, workforce planning, training assessment, and personnel policy development. This position develops and monitors overall compliance for human resource matters with DBM, legislative audits, and DBM audits of compliance with standards and guidelines including serving as (or overseeing) the agency's Equal Opportunity Officer (EEO) and the Americans with Disabilities Act Officer (ADA) and also ensures the agency Continuity of Operations Plan (COOP) is updated and maintained with appropriate training tools in place. This position supervises the management of the agency's fleet vehicles. The Chief of Operations will supervise the Office Administrator for MDP.

**Budgetary and Financial Management** - Manages all financial operations of the department. This includes not only budget, general fund appropriations, and projections - but also revenue received as part of agency services to both public and private entities, and pass-through funding. This position is responsible for managing the agency's current year budget, preparation of future fiscal budgets to include all related personnel, procurement, and staff management decisions, and directs year end close out of budgetary matters. Oversees revenue forecasts, target projections, completions, and expenditure plans. Serves as the agency's chief fiscal, personnel, and compliance officer. Actively creates, executes, and manages the next fiscal year's budget from preparation through the defense of the budget to the Secretary of DBM, the Governor, and the budget committees of the Maryland General Assembly. Negotiates and executes agency contracts and procurements. Serves as the primary contact for all Office of Legislative Audits and compliance with DBM audits. This position supervises the head of the Finance unit within MDP who, in turn, supervises the full finance team.

**Technology Oversight** - Oversees and directs the information technology needs of the department. Works closely with the head of the IT department to ensure the physical hardware, software, database, processing, networking, and security needs of the staff are met. This position will work closely with the IT team to develop projections of necessary tools for future budgetary needs and strategies. This position supervises the head of the IT department within MDP who supervises the IT team.

**Strategic Planning** - Works closely with the Secretary and Deputy Secretary to manage, maintain, and monitor MDP's Strategic Plan. This includes working with the Deputy Secretary to ensure goals and performance indicators are being met. Additionally, this position will assist in the development of future strategic plans and KPIs. The Chief of Operations also oversees the agency's Managing for Results initiatives (MFRs) including organizing their development, monitoring and reporting results, and strategizing for future goals and measurement systems.

### **MINIMUM QUALIFICATIONS**

*(can't change, these come from the job classification and will determine if they are qualified or non-qualified.)*

Education: Bachelor's degree or higher

A minimum of 5 years of experience as a fiscal and operational leader

Experience in operational and/or personnel matters

### **SELECTIVE QUALIFICATIONS**

*This is something your candidate has to have in order to be qualified. It cannot conflict with the minimum quals., but can be in addition to. You don't need a selective qualification.*

Experience in handling budget, financial, and operational matters.

### **DESIRED QUALIFICATIONS**

*At least 3 things you want to see your candidate have in addition to the minimum qualification and selective qualifications.*

A minimum of 8 years of experience as a fiscal and operational leader

At least 5 years of experience with FMIS – preferably at the expert level in the Maryland State FMIS system

An understanding of governmental operations – preferably within the State of Maryland

Experience in operational and/or personnel matters

Ability to lead of team of fiscal and operational professionals

An understanding of governmental operations – preferably within the State of Maryland

### **SUPPLEMENTAL QUESTIONS**

*These are based off of your desired qualifications and/or selective qualifications.*

N/A