



**Department:** Montgomery County Board of Elections  
**Vacancy:** Management and Budget Specialist, Grade 22  
**Medical:** Medical History with Drug & Alcohol Screen  
**Background Investigation:** Yes  
**Financial Disclosure:** No  
**Closing Date:** February 21, 2019

**Job Description:** The [Board of Elections](#) is looking for a [Management and Budget Specialist](#). The vacancy will be filled at the Management and Budget Specialist II level, Grade 22. Salary will be \$55,176 - \$91,314 annually. The employee will serve as part of the core administrative team that supports programs of the Board of Elections. This position reports to the Election Director. Take a behind-the-scenes [video tour](#) of the Board of Elections.

The duties will include:

- Administering and preparing the annual budget,
- Managing day-to-day financial transactions and recordkeeping,
- Collecting and analyzing data, and
- Writing reports, memoranda and presentations to inform and explain the department's decisions.

The successful candidate will be a team player and have the following knowledge, skills and abilities:

- Ability to collaborate with others and adapt to change
- Ability to negotiate contracts and services as a prudent steward of taxpayer funds
- Expertise in using modern office suite software to manipulate data, prepare presentations and perform other functions
- Superb written communication skills
- Excellent public speaking skills with the ability to perform graciously under pressure

Work is performed in a normal office environment but may occasionally require working in a call center or warehouse environment. The employee must be available for work at the Board of Elections office in Gaithersburg on Monday through Friday from 8:30am to 5:00pm and during certain times of the year will be expected to work a wide range of hours including mandatory overtime on holidays, evenings and weekends.

#### **Additional Employment Information:**

*OHR reviews the minimum qualifications of all applicants, irrespective of whether the candidate has previously been found to have met the minimum requirements for the job or been temporarily promoted to the same position. This evaluation is based **solely** on the information contained in the application/resume submitted for this specific position/IRC.*

*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. Applicants requiring a reasonable accommodation for any part of the application and hiring process should contact the Office of Human Resources via email to [special.accommodations@montgomerycountymd.gov](mailto:special.accommodations@montgomerycountymd.gov). Individual determinations on requests for reasonable accommodation will be made in accordance with all applicable laws.*

*Montgomery County Government also provides hiring preference to certain categories of veterans and veterans/persons with a disability. For more information and to claim employment preference, please refer to the Careers webpage on [Hiring Preference](#).*

All applicants will respond to a series of questions related to their education, relevant experience, knowledge, skills and abilities required to minimally perform the job. The applicant's responses in conjunction with his/her resume and all other information provided in the employment application process will be evaluated to determine the minimum qualification and preferred criteria status. Based on the results, the highest qualified applicants will be placed on an Eligible List and may be considered for an interview. Employees meeting minimum qualifications who are the same grade will be placed on Eligible List as a "Lateral Transfer" candidate and may be considered for interview.

If selected for consideration for this position, you may be required to provide evidence that you possess the knowledge, skills, and abilities indicated on your resume.

**Minimum Qualifications:**

**Experience:** Two (2) years of professional experience reviewing, analyzing and monitoring operating and/or capital budgets, including analysis of and reporting on management and programmatic issues having budgetary implications.

**Education:** Graduation from an accredited college or university with a bachelor's degree.

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

YOU MUST BE OR BECOME A REGISTERED VOTER IN MARYLAND. POSITION REQUIRES SUCCESSFUL COMPLETION OF A BACKGROUND CHECK.

**Preferred Criteria:**

The applications of those individuals meeting the minimum qualifications will be reviewed to determine the extent, relevancy of training and experience in the following areas:

- Preparing, reconciling and making projections and recommendations regarding a government operating budget;
- Performing, reviewing, and ensuring compliance with policies for managing financial transactions;
- Applying quantitative and qualitative methods to analyze and develop recommendations for solving problems;
- Oral Communication;
- Written Communication;
- Collaborating effectively and working as part of a team; and
- Election administration.

**To apply:**

Visit [www.montgomerycountymd.gov/careers](http://www.montgomerycountymd.gov/careers) and view Job #IRC34280 under the category "General Professional".