

**MARYLAND GENERAL ASSEMBLY
DEPARTMENT OF LEGISLATIVE SERVICES
Office of Performance Evaluation and Government Accountability**

RECRUITMENT NOTICE

Position: Office Director, which reports directly to the Executive Director.

Salary: From \$145,000 to \$160,000, with actual salary within that range and commensurate with experience.

Principal Duties:

- Provide leadership and direction in the establishment of a new Office of Performance Evaluation and Government Accountability in the nonpartisan Department of Legislative Services.
- Hire staff for the new Office, and creating an environment necessary and appropriate to accomplish the Office's objectives.
- Develop and monitor annual and long-range performance evaluation plans in consultation with the legislative Joint Audit and Evaluation Committee to allocate staff resources in an effective manner.
- Oversee the Office's annual operating budget and administrative functions.
- Supervise Office staff and provide guidance and advice on the resolution of performance evaluation and administrative issues impacting the Office as necessary.
- Write performance evaluations and prepare legislative presentations and review performance evaluation reports and legislative presentations for quality assurance prior to issuance.
- Deliver legislative presentations and engage in legislative deliberations and decision-making processes.
- Travel throughout the State of Maryland to conduct work on-site at the office(s) of the unit being evaluated.
- Provide leadership and coaching to staff to create an environment necessary and appropriate to accomplish the Office's objectives.
- Liaise, develop, and maintain an effective working relationship with Department staff, members of the General Assembly, and State agencies subject to evaluation.
- Represent the Office by coordinating and participating in local and national professional associations and conferences.
- Provide advice and counsel to the Executive Director regarding all aspects of the Office's operations.

Desired Skills and Knowledge:

- Knowledge of Maryland State government operations, including laws and regulations.
- Knowledge of State legislative oversight, program evaluation standards, and applied research sufficient to lead a professional staff engaging in these activities.
- Knowledge of statistical analysis with the ability to analyze quantitative data and engage in strategic planning, including identification of strengths, weaknesses, opportunities, strategic issues and strategies for action.
- Ability to interact with colleagues and others in a professional manner to foster cooperation and commitment to achieve Office goals, mission, and long-term interest.
- Excellent writing and editing skills and ability to communicate and present effectively.
- Ability to work independently and handle management of a variety of projects at once, while demonstrating initiative and assertiveness to successfully accomplish tasks.
- Ability to maintain confidentiality and handle sensitive work.
- Good organization and time management skills.
- Ability to think creatively and demonstrate an innovative perspective to formulate effective strategies and objectives, and draw logical conclusions and propose viable solutions and course of action.

Qualifications:

- A Master's or Law Degree.
- 10+ Years of professional government and public policy experience is required, and experience in Maryland State government operations is preferred.

About the Office and Areas of Opportunity:

The Office is located in the Department of Legislative Services building, 90 State Circle, Annapolis, Maryland. Legislation passed in the 2019 Session of the Maryland General Assembly creating a new Office of Performance Evaluation and Government Accountability in the non-partisan Department of Legislative Services (House Bill 1113/Senate Bill 640) to conduct performance evaluations of units of State government and local school systems to evaluate unit operations and make recommendations to improve their performance. In consultation with the legislative Joint Committee on Audit and Evaluation and the Executive Director of the Department, the Office will conduct periodic performance evaluations of State agencies, State programs, and local school systems. Performance evaluations of certain agencies will be conducted consistent with State law and based on the request of the Joint Committee or the Executive Director as well as Office initiatives. The Office will work in cooperation with the Office of Policy Analysis and the Office of Legislative Audits to achieve objectives.

Resumes that do not meet the requirements above will not be considered.

SEND RESUME AND LETTER OF INTEREST BY AUGUST 19, 2019:

Department of Legislative Services/Human Resources Office

90 State Circle, Room 311

Annapolis, MD 21401-1991

FAX 410-946-5140 or 301-970-5140

e-mail: jobs@mlis.state.md.us Website: <http://dls.maryland.gov>

Code 13/19SW (Required On All Resumes)

The Department of Legislative Services is an equal employment opportunity employer and will not discriminate against any employee or applicant for employment in a manner that violates law, regulation, or legislative policy.

7/25/2019