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**Job:
IRC54803**

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Description



Job Title	Administrative Specialist II (Administrative support for University of Maryland Extension), Grade 21
Location	Derwood, MD, US
Organization Name	Office of Agriculture (OAG)
Medical Exam	Medical History
Background Investigation	No
Financial Disclosure	Yes
Job Description	

CLOSING DATE: JULY 14, 2022

This position may be underfilled at the [Administrative Specialist I level, Grade 18](#) (salary - \$50,250 to \$81,770)

About the [Montgomery County Office of Agriculture \(OAG\)](#)

The Office of Agriculture (OAG) promotes agriculture as a viable component of the County's economic sector, through:

- Providing regulatory, marketing, and technical assistance to the County's farmer
- Serving as a liaison between the agricultural community and County government
- Preserving farmland as a resource for future agricultural food & fiber production
- Supporting agricultural education and outreach

The OAG oversees the day-to-day operations and functions for all agricultural agencies located at the one-stop Agricultural History Farm Park in Derwood, including:

- University of Maryland-Extension (UME)
- Montgomery Soil Conservation District (MSCD)
- Natural Resource Conservation Service (NRCS)
- Farm Service Agency (FSA)

Duties include, but are not limited to:

- Acting as liaison between the Ag agencies located at the Ag History Farm Park and the building landlord, Maryland National Parks and Planning Commission for oversight/management of building.
- Monitoring financials and managing contracts for the UME.
- First point of contact for UME staff in regard to process/policy/procedures.
- Event organization for various annual events: Close Encounters with Agriculture, Annual Ag Leader Luncheon, Agricultural Fair, Annual Legislative Luncheon, and others.

The ideal candidate will have excellent oral and written communication skills, is savvy with computer skills and be detail oriented. The candidate must be able to meet deadlines and follow through with multiple projects simultaneously and have the ability to work independently to perform a variety of difficult and complex actions. The ideal candidate will:

- Possess excellent interpersonal and communication skills.
- Enjoy working autonomously to complete tasks and projects but also work well with a team when needed.
- Be organized and detail oriented.
- Be a problem-solver who can create innovative solutions.

ADDITIONAL INFORMATION:

This position requires the ability to attend meetings or perform work at locations outside the office such as at farms, at the County Fair Grounds, etc.

To ensure a positive workplace and to comply with federal, state and County laws, the incumbent is responsible for completing mandatory trainings within the first three to six months or within the specified timeframe.

Additional Employment Information

Effective August 30, 2021 all new hires will be required to provide proof that they are fully vaccinated against the COVID-19 virus prior to their first date of employment. Individuals who are unable to be vaccinated should contact OHR@montgomerycountymd.gov to discuss possible accommodations.

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 OHR@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 their resume and all other information provided in the employment application process will be evaluated to determine the minimum qualifications 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.

Montgomery County Ethics Law: *Except as provided by law or regulation, the County's "Public Employees" (which does not include employees of the Sheriff's office) are subject to the County's ethics law including the requirements to obtain advanced approval of any outside employment and the prohibitions on certain outside employment. The outside employment requirements of the ethics law can be found at [19A-12 of the County Code](#). Additional information about outside employment can be obtained from the [Ethics Commission](#) website.*

Minimum Qualifications

Minimum Qualifications

If Filled at Administrative Specialist I: One (1) year of professional administrative experience in office or property management; financial and contract management, budget preparation/monitoring, and fiscal account monitoring.

If Filled at Administrative Specialist II: Two (2) years of professional administrative experience in office or property management; financial and contract management, budget preparation/monitoring, and fiscal account monitoring.

ALL LEVELS - EDUCATION:

Graduation from an accredited college or university with a Bachelor's Degree.

ALL LEVELS - SUBSTITUTIONS:

1. EDUCATION for EXPERIENCE: Additional education will substitute for the required experience on a year-for-year basis.

2. EXPERIENCE for EDUCATION: Additional administrative, business, research and/or clerical experience will substitute for the required education on a year-for year basis.

Preferred Criteria

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There is no Preferred Criteria. All applicants will be reviewed by OHR for minimum qualifications. Those applicants who meet minimum qualifications will be rated "Qualified," placed on the Eligible List, and may be considered for interview. Employees meeting minimum qualifications who are same grade or higher will be placed on Eligible List as a "Transfer" candidate and may be considered for interview.

Preference for interviews will be given to applicants with experience in the following:

- Experience in drafting and assessing program documentation, policies and procedures.
- Experience in identifying and resolving office administrative problems
- Communicating orally and in writing to exchange and/or present information

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 Salary 57455

Maximum Salary 93895

Currency USD

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