



**Manager-Local Management Board, Department of Citizen Services  
Contingent Employment Opportunity**

\$50,108 annual salary (Grade G12), 40 hours per week, exempt position

Hours are typically Monday through Friday 8:00 am to 5:00 pm

Apply by 5:00 pm on **Wednesday, February 3, 2021**

The Department of Citizen Services is seeking an experienced, collaborative, motivated professional to manage the Carroll County Local Management Board (LMB). The Manager of the LMB oversees the results-based interagency service delivery system for children, youth, and families in Carroll County.

The Manager of the Local Management Board is responsible to oversee the following:

- The operations of the Local Management Board including developing goals, policies, programs, procedures, and setting meetings and work schedules
- Program budgets and contracts including financial reports, invoicing, developing scopes of work, and executing new and renewal contracts with approved vendors
- The completion of a tri-annual Community Needs Assessment and Strategic Plan as outlined in the State-wide Local Management Board Policy and Procedure Manual
- Annual monitoring of all LMB funded programs, using the Local Management Board Program Performance and Accountability Policy
- Liaison for the Local Care Team

The ideal candidate for this opportunity will have a working knowledge of the local service delivery system for children and families and be detail oriented and forward thinking with the ability to creatively align program operations with federal/state/local directives. The ideal candidate will also possess strong leadership and customer services skills, have strong written and verbal communication skills, able to manage multiple projects and work well with staff across county and community partner agencies.

**Qualifications:**

1. Bachelor's degree in psychology, social work, human services or related field
  2. Four years program administration experience, including two years supervisory experience
- \*A comparable amount of training and experience may be substituted for the minimum qualifications

**Required Licenses and Background Checks:**

1. Valid driver's license
2. Requires a criminal background check as condition of employment

**Benefits of working for Carroll County Government:**

- ✓ Low-cost, no deductible healthcare plans (including prescription and vision)
- ✓ Low-cost dental insurance
- ✓ 12 paid holidays

**How to apply:**

- Apply online: <https://careers.carrollcountymd.gov/openings/>
- Call the Carroll County Job Hotline to request an application: 410-386-2020
- Applications must be submitted by 5:00 pm on the date the job closes
- Applications are **not** accepted by fax or email

1/12/2021  
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