

Telework Coordinator (Part-time)

*Montgomery County Government
Office of Human Resources
101 Monroe Street, Rockville, Maryland*

\$18.01 - \$29.57/Hourly

This position will be under-filled at the Public Administration Intern, Grade 16, level and provides promotion opportunity to the Human Resources Specialist I, II, and III levels.

THIS IS A PART-TIME, MERIT POSITION WITH BENEFITS.
EMPLOYEE WILL BE EXPECTED TO WORK 4 DAYS, A MINIMUM OF 20 HOURS PER WEEK. DAYS AND HOURS ARE FLEXIBLE BETWEEN 8:00 AM AND 5:00 PM.

The Office of Human Resources Change Management & Organizational Development Team is responsible for administering the County-wide "Alternate Work Schedules" initiative. Duties and responsibilities will include:

- Developing and implementing the Montgomery County Government "Alternate Work Schedule program" to include the Telework Action Plan and Telework Program Policy;
- Promoting all Alternate Work Schedule program to Montgomery County Government managers and employees;
- Developing and providing classroom training and computer based training to employees and managers;
- Working with managers to assess the suitability of various job classifications and duties for Alternate Work Schedule Program;
- Developing County-wide policies regarding the provision of equipment to teleworkers;
- Answering employees' and managers' questions related to Alternate Work Schedule Program;
- Developing and publishing Alternate Work Schedule Program fliers, brochures, and manuals for employees and managers to promote and educate individuals about the program;
- Tracking of the number of County departments and employees participating in the Montgomery County Government Alternate Work Schedule Program;
- Developing and implementing an Alternate Work Schedule Program evaluation strategy including baseline measures to ensure that Montgomery County Government meets its program goals;
- Providing on-going support and assistance to employees and managers after the initial implementation of the Alternate Work Schedule Program; and,
- Creating an annual report which documents the actions taken in the preceding fiscal year on all components to implement the Alternate Work Schedule Program and the Telecommuting Action Plan.
- Developing communication strategies to successfully market and communicate human resources programs to targeted audiences.
- Partnering with other HR professionals in the design and implementation of HR programs.

All resumes must address the Preferred Criteria for the position. All applicants must apply on-line.

For additional job specific information, Minimum Qualifications, Preferred Criteria, and application process, please visit our website at www.montgomerycountymd.gov – click on “Careers” then “Current Job Opportunities” then Requisition #3744, Telework Coordinator. Closing date is 9/2/09. EOE MFD