



MARYLAND ASSOCIATION OF COUNTIES, INC. (MACo)

**RESEARCH ASSOCIATE
INFORMATION PACKET**

- I. Application Requirements
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- IV. Position Description

Resumes for the position should be submitted to:

lvelasco@mdcounties.org

“Research Associate Resume” should be included in the subject line of the email, along with the applicant name.

Attachments should include:

- resume, which must contain educational background, work experience (particularly any relevant to this position), and computer software familiarity;
- a persuasive writing sample; and
- at least three references - references will not be contacted without prior approval from the applicant

The submission should also include a cover letter detailing present salary, desired salary with justification, and the reasons the applicant feels he/she is qualified for the Research Associate position.

An email response will be sent upon receipt of all resumes.

Complete applications must be received by 5:00 pm, December 13, 2019

MACo SEEKING RESEARCH ASSOCIATE

The Maryland Association of Counties (MACo) is seeking a full-time (possibly part-time) Research Associate. MACo is a membership association located in Annapolis's historic district, providing services to Maryland's 23 counties and Baltimore City. MACo has ten full-time staff members.

The Research Associate manages the Association's research efforts within and outside its membership, helping MACo and its member counties provide timely information to policymakers at the state and county level. Surveys of county officials, a dynamic website and news blog, various structured reports, and information summaries all represent a portion of this effort. The coordination of county representation and involvement at the federal, state, and local levels on matters of importance to the Association and its member counties complements the pure research and information-based elements of the position.

The ideal candidate will be excited by the opportunity to contribute to a dynamic organization serving and representing local governments, and supporting the range of services and benefits they provide to Marylanders.

Necessary attributes include excellent organization, writing, and communication skills; working knowledge of all basic office technology (specifically, Microsoft); familiarity with website maintenance and blog-writing tools; working knowledge of survey tools and presentation. Disciplined time management for remote work will be advantageous.

A bachelor's degree in political science, public policy, economics, public health, or a related field is strongly preferred. *Applicants with a familiarity with Maryland General Assembly legislative processes or Maryland county governments will be given special consideration.*

Compensation for the position, either as a per-hour or per-pay-period basis, will be negotiable. The position is offered on a contractual basis, without additional accompanying benefits.

Application information is available at www.mdcounties.org/2019ResearchAssociate



About MACo:

MACo is a non-profit and non-partisan organization that serves Maryland's counties by articulating the needs of local government to the Maryland General Assembly. The Association's membership consists of county elected officials and representatives from Maryland's 23 counties and Baltimore City. MACo's members determine Association policy and positions on executive and legislative proposals through an elected [Board of Directors](#) and a volunteer Legislative Committee. Through MACo's advocacy, training, education programs, and annual conferences, members are provided with endless opportunities to improve their capacity to serve their residents.

[Thirteen organizations](#) representing county government professionals are affiliated with MACo. These affiliates work to enhance their members' effectiveness, and assist the Association in formulating its legislative agenda and in structuring [conference](#) presentations.

[Four Chapter Organizations](#) are available through MACo to provide county elected officials with forums to meet for education and enrichment among peers with common interests.

MACo is the only organization serving the needs of county elected officials and governments across the state. MACo's main office is located in downtown Annapolis.

Legislative and Intergovernmental Relations

MACo provides a single unified voice for county governments throughout the state. The Association advocates for county positions before the General Assembly, the Governor and executive branch officials, and federal decision-makers.

Each county has representation on the MACo Legislative Committee, the cornerstone of the Association's advocacy efforts. The Committee meets weekly during the General Assembly Session to determine the Association's positions on legislative issues and intergovernmental relations which have an impact on county governments.

During the interim, the Committee plans MACo's legislative initiatives for the upcoming Session. The Committee, in conjunction with MACo staff, research and track all proposed legislation affecting county governments in Maryland.

Education and Training

MACo hosts two large annual conferences that offer continuing education for county elected officials and representatives of Maryland's 23 counties and Baltimore City. Smaller conferences, retreats, and events for MACo's membership vary from 10-12 in number, depending on the year. The goal of the conferences and events is to provide county decision-makers and other participants with a clearer perspective on the challenges facing counties, and most importantly, to provide strategies for addressing these challenges. Designated sessions at the conferences qualify for credit with the [Academy for Excellence in Local Governance](#).

- [The Winter Conference](#) is a 3-day event and is held in December or January. It draws more than 500 county and state elected and appointed officials, legislators, and commercial representations. Educational session topics focus on reviewing timely issues that will be relevant during the upcoming Maryland General Assembly Session.
- [The Summer Conference](#) is held mid-August in Ocean City and centers around a four-day educational program, a 60-booth Tech Expo, a 250-booth tradeshow, networking with county and state officials, and connecting with businesses who have a stake in county government activities or services. Nearly 3,000 individuals participate in this event.
- [Other events include](#) MACo's Spring Symposium, Administrators Conference, Attorneys Conference, Annapolis Immersion Training, and Board Retreat

Information and Research

MACo disseminates information through the Association's website (www.mdcounties.org), the *Conduit Street* blog (<http://conduitstreet.mdcounties.org/>), the *Conduit Street Podcast* (<http://www.mdcounties.org/Podcast>), Twitter (<http://twitter.com/conduitstreet>), Facebook (<https://www.facebook.com/MDCCounties/>), events and meetings, legislative reports and white papers, and publications. Must-read publications include the MACo Directory of County Officials, MACo's Salary Survey and Budget & Tax Rate Survey, and the weekly email, *This Week on Conduit Street*. MACo staff offer technical assistance, research, and support to county members. The Association serves as a clearinghouse for issues pertaining to Maryland county government.



POSITION TITLE: Research Associate
ORGANIZATION: Maryland Association of Counties
POSITION REPORTS TO: Executive Director

Duties/Responsibilities in Brief

Full-time / Part-time contractual position

Principally works remotely, office availability as needed for meetings and issue coverage

CHIEF RESPONSIBILITIES

- Conduct and oversee MACo's gathering and release of information through internal surveys, external research, and other means
- Manage MACo's role in legislative Fiscal and Policy Note process, working with MACo Policy Staff, county fiscal note liaisons, and Department of Legislative Services staff
- Maintain summary and archived information on MACo's website, promote MACo as an information and data resource to both county member and broader stakeholder communities
- Coordinate county membership or representation on Commissions, Task Forces, work groups and other stakeholder bodies where county representation is invited or needed

TEAM AND STAFF RESPONSIBILITIES

- Availability for, and contributions toward, MACo conferences and events
- Contributor to MACo's *Conduit Street* blog, weekly publications, and other communications
- Occasional primary role with research or coordination of special projects