

MARYLAND DEPARTMENT OF TRANSPORTATION
invites applications for the position of:



**Deputy Director, Office of Minority
Business Enterprise (Administrator VII)**

SALARY:	\$63,341.00 - \$101,708.00 Annually
OPENING DATE:	05/14/14
CLOSING DATE:	Continuous
DESCRIPTION:	

EXECUTIVE SERVICE

Serves at the pleasure of the Appointing Authority

OPENED UNTIL FILLED

The Maryland Department of Transportation (MDOT) in Hanover, Maryland (Anne Arundel County) is seeking to fill the Deputy Director (Administrator VII) position within the Office of Minority Business Enterprise (MBE). This position will be responsible for assisting the Director in managing all units within the Office of MBE, including the Public Relations, Legislative Affairs, Certification, Recertification, and Administrative Units. This position will oversee the day-to-day operations of MBE certification processes, including processing of initial requests for certification, expansion of services, recertifications, reassessments, and investigations for decertification; as well as continuously monitor the quality and efficiency of service of the certification processes and administrative support systems. In consultation with the Director, the Deputy Director will prepare and administer the operating budget; oversee implementation of personnel policies; recommend and draft policies and procedures as necessary; draft correspondence on behalf of the Director and Secretary regarding the MBE program; represent the Office of MBE before elected and appointed officials and outside agencies at community and public events and outreach as necessary; manage the Certification, Recertification, Legislative Affairs and Administrative Units to include compliance with Federal and State Laws and Regulations, coordinating the development of legislative proposals and policy recommendations to the Director and Executive staff; coordinate the MBE's written and oral responses to legislative and regulatory proposals; and designing and implementing public relations campaigns and outreach activities to promote the interests of the office.

QUALIFICATIONS:

PREFERRED QUALIFICATIONS:

Education: Bachelor's degree from an accredited college or university in public administration or a related field.

Experience: Six (6) years of responsible professional program management experience in small and minority business development, or other comparable experience that involves program administration. Two (2) years of this experience must have been in a supervisory capacity, or responsible for program development.

Note: Additional experience as defined above may be substituted on a year for year basis for the required education.

LICENSES & CERTIFICATIONS:

None

ADDITIONAL INFORMATION:

TO APPLY: You must complete an MDOT application to be considered for this recruitment. RESUMES CANNOT BE SUBSTITUTED FOR THE MDOT EMPLOYMENT APPLICATION. Please include all relevant experience on your application. This includes, but is not limited to, full or part time, volunteer, military, acting capacity, or any other experience that is relevant to the position you are applying for. The selected candidate may be subject to background and reference checks.

For an application, please call 410-865-1073. Mail your application to: Employment and Benefits Unit, 7201 Corporate Center Drive, Mail Stop 100, Hanover, MD 21076, or you may apply online at www.mdot.maryland.gov/employment.

Applications sent without sufficient postage will not be accepted and will be returned. Appropriate auxiliary aids and services for qualified individuals with disability will be provided upon request. Please notify in advance. MD Relay Service Number (711). Bilingual applicants are encouraged to apply.

The Maryland Department of Transportation is not sponsoring new employees in application of the H-1B Visa at this time due to budgetary constraints. All applicants must be legally authorized to work in the United States under the Immigration and Reform Control Act of 1986. Federal regulations prohibit H1B Visa candidates from paying sponsorship fees, all sponsorship fees must be assumed by the potential employer.

The incumbent in this position will not be a member of a covered bargaining unit and will not be required to pay a bi-weekly service fee to the exclusive representative of the bargaining unit.

NOTE: The State of Maryland is dedicated to a Drug-Free Workplace, employees are subject to the State's Substance Abuse Policy.

WE ARE AN EQUAL OPPORTUNITY EMPLOYER

Issue Date: 5/15/14