



MARYLAND DEPARTMENT OF TRANSPORTATION
invites applications for the position of:

Assistant Capital Program Manager (Administrator II)

SALARY:	\$50,971.00 - \$81,596.00 Annually
OPENING DATE:	05/03/21
CLOSING DATE:	05/17/21 11:59 PM
DESCRIPTION:	

OPEN RECRUITMENT

Position Specific Recruitment

This is a position specific recruitment and is open to anyone who meets the minimum and selective qualifications listed below. The resulting list of eligibles will be used to fill this Maryland Department of Transportation Maryland Port Administration (MDOT MPA) position or function only. You will need to reapply for any future recruitment conducted for this job classification.

If you have ever taken a flight from BWI Thurgood Marshall Airport; renewed your Maryland driver's license; traveled to an Orioles game on the Light Rail; embarked on a cruise from the Port of Baltimore; received roadside assistance from CHART Emergency Patrol; reduced your commute time by using one of Maryland's toll roads; or applied for Minority Business Enterprise (MBE) certification, then you have experienced some of the superb services provided by the Maryland Department of Transportation (MDOT).

MDOT has various careers for people of all experiences, backgrounds, and abilities who come together to contribute to one mission—connecting our customers to life's opportunities. Join us in serving our Maryland residents, visitors, and businesses!

The Maryland Department of Transportation Maryland Port Administration (MDOT MPA) is seeking an Assistant Capital Program Manager (Administrator II). This position will assist with the preparation, submission, and defense of the capital budget for MDOT MPA's' six-year Consolidated Transportation Program (CTP). This includes coordinating funding for projects from state funds as well as outside sources. Additional responsibilities include, but are not limited to:

- Reviewing requests for capital projects to include in the CTP
- Monitoring projects to ensure that fiscal resources are aligned with project needs and making recommendations to align actual spending to budget requests
- Updating project budgets in the Financial Management Information System (FMIS) to provide fiscal control of projects
- Preparing, submitting, and defending the Capital Program to MDOT The Secretary's Office (TSO) for project funding submission
- Managing third party participation and funding for capital projects

This position is a critical advisory role responsible for ensuring compliance with state fiscal accounting and procurement regulations.

The current vacancy exists at the MDOT MPA, in the World Trade Center, which is located in Baltimore City, MD.

MDOT offers a generous and competitive benefits package. You can learn about our amazing benefits here: [MDOT Benefits Guide](#)

QUALIFICATIONS:

MINIMUM QUALIFICATIONS:

Education: A Bachelor's degree from an accredited college or university.

Experience: Four years of experience in administrative or professional work. ***Two (2) years of this experience must involve financial and budget management, to include managing grant funding.**

*This statement contains a selective qualification, which is more focused in scope than the minimum qualifications for this classification. Selective Qualifications are utilized when the position requires specific or additional bona fide occupational qualifications (i.e., knowledge, skill, or ability).

Consideration for employment may be based solely on the contents of your application; therefore, it is essential that you provide complete and accurate information. 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.

If you have held more than one position at the same employer, please list each position that you held and the length of time that you held each position.

Notes:

1. Additional experience in administrative or professional work may be substituted on a year-for-year basis for the required education.
2. Additional graduate level education at an accredited college or university may be substituted at the rate of 30 semester credit hours on a year-to-year basis for the required general experience.
3. Candidates may substitute U.S. Armed Forces military service experience involving staff work related to the administration of rules, regulations, policies, procedures and processes, or overseeing or coordinating unit operations or functioning as a staff assistant on a year-for-year basis for the required education and experience.

LICENSES & CERTIFICATIONS:

Employees in this classification will be assigned duties which require the operation of a motor vehicle. **All applicants must list their license number and expiration date on the application.**

The individual selected for this position **must** obtain a Transportation Worker Identification Credential (TWIC) Card when they start work with the MDOT MPA. A TWIC Card is required of all maritime personnel. For information on how to apply for a TWIC card, please go to www.tsa.gov/twic.

ADDITIONAL INFORMATION:

TO APPLY: You must complete an MDOT employment application (DTS-1) online to be considered for this recruitment. RESUMES CANNOT BE SUBSTITUTED FOR THE MDOT EMPLOYMENT APPLICATION. No paper applications will be accepted.

Selected candidates may be subject to background and reference checks.

You may apply online at: <https://www.governmentjobs.com/careers/mdotmd>. Applications must be submitted online by **11:59 pm on 05/17/2021**.

IMPORTANT: Due to current operational limitations caused by COVID-19, we are only providing electronic notifications of your application status to the email address provided on the application. We will not send paper notifications, regardless of notification preference listed on the application. It is the applicant's sole responsibility to ensure the email address provided is accurate and the account is reviewed regularly. Timely attention to application notifications is important. Your email provider may have security levels which disrupt our email receipt. We suggest monitoring all email folders, including Spam or Junk, as needed. You can also access all notifications through your governmentjobs.com account.

Appropriate auxiliary aids and services for qualified individuals with disabilities 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 or providing an extension of an existing H-1B at this time due to budgetary constraints. All applicants must be legally authorized to work in the United States under the Immigration Reform and Control Act of 1986. Federal regulations prohibit H-1B Visa candidates from paying sponsorship fees, all sponsorship fees must be assumed by the potential employer.

Applicants who have education obtained outside of the U.S. will be required to provide proof of the equivalent U.S. education as determined by a foreign credential evaluation service, such as the National Association of Credential Evaluation Services (<http://www.naces.org>) or World Education Services: International Credential Evaluation (<https://www.wes.org/>).

The incumbent in this position may be a member of a covered bargaining unit.

WE ARE AN EQUAL OPPORTUNITY EMPLOYER. MDOT does not discriminate based on age, ancestry, color, creed, gender identity or expression, genetic information, marital status, mental or physical disability, national origin, race, religious affiliation, belief or opinion, sex, or sexual orientation.

Issue Date: 05/03/2021

Assistant Capital Program Manager (Administrator II) Supplemental Questionnaire

- * 1. Do you have at least two (2) years of experience with financial and budget management, including managing grant funding?
- Yes No

* 2. If you answered 'yes' to question #1, please provide details regarding this experience. Please include where you obtained this experience, dates of employment in months and years (i.e., 6/2007 - 9/2010), and whether this was part-time or full-time work. This experience must also be documented in your application. If you answered 'no', please type 'N/A'

* Required Question