



## COUNTY ENGINEERS ASSOCIATION OF OHIO

6500 Busch Boulevard, Suite 100  
Columbus, Ohio 43229  
(614) 221-0707 • Fax (614) 221-5761  
[www.ceao.org](http://www.ceao.org)

**Position:** Executive Director

**Reports To:** CEAO Board of Directors

### **General Summary:**

Responsible for the administration and coordination of programs and activities of the County Engineers Association of Ohio (CEAO) in order to promote its goals and objectives and to direct the future of the association. CEAO is an incorporated, statewide association representing all of Ohio's County Engineers. The association's primary objective is to provide resources, assistance, training, professional leadership and a vehicle for interaction for county engineers and their staffs to assist them in providing better service to the public. CEAO has an annual operating budget of approximately \$1 million. There are currently four full-time staff members in addition to the Executive Director.

### **Duties and Responsibilities:**

The Executive Director has responsibility for administration of all aspects of the CEAO. The Executive Director is also responsible for overseeing the CEAO's participation in member programs (National Association of County Engineers (NACE), National Association of Counties (NACo), Ohio Council of County Officials (OCCO), American Association of State Highway Transportation Officials (AASHTO), etc.).

#### Administration of CEAO:

- upholding all current policies and procedures
- working in a professional, transparent and highly participatory manner
- making recommendations to the Board of Directors on proposed policies and procedures
- identifying and fostering opportunities to diversify and grow the organization's revenue through new partnerships and services.
- coordinating and structuring meetings of the Officers, Executive Committee, and Board of Directors
- planning, developing, and implementing all activities and programs
- budgeting and fiscal management
- hiring, supervising, and developing a staff of professional and administrative personnel
- coordinating legal efforts on behalf of the CEAO
- understanding member needs and County Engineering issues
- monitoring and reporting on political activities affecting CEAO members
- lobbying on behalf of CEAO at the state and federal levels in coordination with CEAO's legislative consultant
- negotiating with the Ohio Department of Transportation on annual contract to administer federal funding and overseeing the management of those funds
- overseeing the planning and administration of conferences

- coordinating and supervising development and implementation of Continuing Professional Development courses and other training programs
- cultivating relationships with vendors and organizations to benefit CEAO members
- coordinating CEAO Committees established by the CEAO President and attending Committee meetings
- traveling on a statewide basis for purpose of attending meetings and promotion of CEAO goals and objectives
- traveling nationally to attend NACE Conference and other pertinent conferences
- managing the property leases for the CEAO offices
- any additional operation(s) of the CEAO, as determined by the Board of Directors
- maintain contact with other state associations such as CCAO, governmental agencies, political leaders, members of the Ohio General Assembly and Ohio Congressional delegation, and fellow county engineers associations across the country

### **Skills, Education, & Experience**

#### Required:

- bachelor's degree
- Certified Association Executive (CAE) by the American Society of Association Executives or willingness to obtain CAE
- knowledge or familiarity of association management
- knowledge or familiarity of political lobbying activities in Ohio
- knowledge of basic computer usage and electronic communication
- effective people skills
- excellent oral and written skills

#### Preferred:

- knowledge or familiarity of Ohio counties or local governments
- knowledge or familiarity of civil engineering aspects
- familiarity with conference planning and management
- familiarity with principles of public relations
- a minimum of two year's management level experience required

Resumes should be submitted to [info@ceao.org](mailto:info@ceao.org) **OR:**

County Engineers Association of Ohio  
 6500 Busch Boulevard, Suite 100  
 Columbus, Ohio 43229  
 Attention: Executive Director Search Committee

Resumes are due no later than close of business on **March 17, 2017**.

Salary is negotiable and will be based on qualifications and past experience.

CEAO is an equal opportunity employer.