



County Engineers Association of Ohio

1103 Schrock Road Suite 202 • Columbus, Ohio 43229
(614) 221-0707 • Email HRDepartment@ceao.org • www.ceao.org

NOTICE OF VACANCY

POSITION: PROGRAM MANAGER

REPORTS TO: CEOA EXECUTIVE DIRECTOR

GENERAL SUMMARY:

The Program Manager is a full-time, salaried position with traditional weekday office hours and some evening meetings, travel, and events outside of regular office hours. Primary duties include the coordination and administration of the County Surface Transportation Program (CSTP), Local Bridge Rehab/Replacement (LBR) Program, and County Highway Safety Improvement Program (HSIP) on behalf of the County Engineers Association of Ohio (CEAO).

The Program Manager will work closely with CEOA Board of Director Committees and the Ohio Department of Transportation (ODOT) to ensure that all applicable state and federal laws, ODOT and CEOA policies, and ODOT and CEOA program guidelines are followed in the administration of all assigned programs, including those identified above.

POSITION QUALIFICATIONS & REQUIREMENTS

SUMMARY OF DUTIES & RESPONSIBILITIES

- Manage day-to-day activities of the programs and federal funds associated with the programs assigned including changes to estimates, schedules and project scopes.
- Oversee all aspects of the application process for all assigned programs.
- Coordinate the application approval/denial process with established committee guidelines and criteria.
- Provide technical assistance to county liaisons regarding programs and federal funds.
- Provide technical assistance to the County Engineers as they navigate the federal funding process.
- Serve as Secretary for all program-related committees/meetings, or as otherwise designated.
- Confirm that assigned programs are published and awarded according to specifications, budgets, and timelines.
- Take proactive steps to minimize delays in the delivery of program materials and information.
- Arrange meetings, confirm program schedules, and discuss any program problems with the proper persons at CEOA, ODOT and/or the counties as needed.
- Regularly communicate with all necessary parties regarding the status of assigned programs.
- Establish a schedule and host routine project review meetings with each District.
- Update the CEOA website with news and information related to program deadlines and information.
- Support CEOA initiatives by providing Program information to the Communications Manager, or designee as requested or needed for publication.

- Produce reports as requested or required.
- Provide verbal and/or written updates as requested or required.
- Work with CEAO staff on other projects/assignments as needed and delegated by Executive Director.

EDUCATION

- A bachelor's degree from an accredited college or university is required.
- In lieu of a bachelor's degree, CEAO will consider the equivalent of at least 5 years of dedicated program management or program administration experience.

EXPERIENCE

- Excellent verbal and written communication skills.
- Excellent interpersonal and customer service skills.
- Excellent organizational skills and attention to detail.
- Excellent time management skills with a proven ability to meet deadlines.
- Strong analytical and problem-solving skills.
- Strong mathematical reasoning and proofing skills.
- Ability to function well in a high-paced and at times stressful environment.
- Proficient with Microsoft Office Suite, with a strong emphasis on Excel.
- Professional experience in program management, preferred.

COMPENSATION & BENEFITS

Financial Compensation

This position has a pay range of \$59,000-\$89,000. Compensation is commensurate with qualifications and experience.

Benefits

CEAO offers a competitive benefits package that includes health (waiver stipend available) and dental insurance, mileage at the IRS rate. CEAO also recognizes that the health of you and your family matters. Our generous paid time off plans, which include sick, vacation and holiday time, are designed to provide you with a sense of balance in work and in life.

APPLICATION PROCESS

Qualified persons wishing to be considered for this position must submit a cover letter of interest and professional resume including 3 professional references to HRDepartment@CEAO.org

PHONE CALLS AND IN PERSON INQUIRIES WILL NOT BE ACCEPTED.

POSTING CLOSING DATE: July 31, 2024 11:59 PM EST. Cover letters and resumes received after this date may not be considered.

CEAO is an Equal Employment Opportunity Employer. CEAO does not discriminate on the basis of race, color, religion, creed, sex, sexual orientation, age, marital status, national origin, political ideas, or disability in employment or the provision of services.