



**MARYLAND DEPARTMENT OF TRANSPORTATION
Maryland Port Administration (MPA)**

**EXECUTIVE SERVICE JOB ANNOUNCEMENT
This recruitment is Selective Qualification recruitment**

Bilingual applicants are encouraged to apply

**RECRUITMENT: Administrator V
(Manager of Minority Business Enterprise & Fair Practices)**

SALARY: \$51,627 - \$82,892 (Grade 20) Commensurate with experience

CLOSING DATE: Open Until Filled – Applications will be accepted until position is filled

The Maryland Port Administration offers excellent health and leave benefits, free transit pilot programs, advanced education and training opportunities, and 401k benefits.

POSITION DUTIES: The Maryland Port Administration (MPA) currently has an opening for an Administrator V (Manager of Minority Business Enterprise & Fair Practices). The position will primarily be responsible for directing and administering the MPA Minority Business Enterprise (MBE) program which includes developing procedures, supervising and directing a staff to assure compliance with applicable State and Federal MBE regulations, coordinating the Agency outreach efforts to MBE communities, obtaining, increasing, and appropriately handling minority and female business contract participation, assisting in the resolution of contracting issues involving MBEs, ensuring the timely submission of all required MBE program reports and information, and preparing annual statistical reports on MBE activities. Other responsibilities will include but are not limited to Equal Employment Opportunity (EEO) and the Affirmative Action (AA) Programs; the selected candidate will also ensure that the Governor's Code of Fair Practices is followed and, implements state and federal non-discrimination laws. This is an Executive Service position serving at the pleasure of the Appointing Authority.

EDUCATION: Possession of a Bachelor's degree from an accredited college or university.

EXPERIENCE: Six (6) years experience in administrative or professional work; of which at least two years of this experience must have involved directing a MBE program; three (3) years of this experience must have involved the supervision of a staff of MBE and EEO professionals. **

*** A selective qualification recruitment is conducted for a job or position where there is a specific or additional bona fide occupational qualification (ie, knowledge, skill or ability)*

PREFERRED QUALIFICATIONS:

- Experience managing MBE programs;
- Effective team building skills and customer service experience;
- Excellent communication and interpersonal skills

NOTE: 1. Additional experience in administrative or professional MBE 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 for the required general experience.

LICENSE Employee in the Administrator V (Manager of Fair Practices) classification is assigned duties which require the operation of a motor vehicle, therefore employee will be required to possess a Class "C" license valid in the State of Maryland.

How to apply: Only candidates who meet or exceed the position requirements will be seriously considered for this position. Therefore, it is essential that you provide complete and accurate information on your resume and the TSHRS DTS-1 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. **SUBMIT DTS-1 application, resume, along with a cover letter to:** Human Resources Department, Maryland Port Administration, 401 East Pratt Street, Suite 253, Baltimore, Maryland 21202, **ATTN: Administrator V (Manager of Minority Business Enterprise & Fair Practices).** Applicants can also apply online by accessing <https://jobs.mdot.state.md.us>

DTS-1 application can be obtained by accessing <http://www.marylandtransportation.com/Employment/application> or by calling (410) 385-4446. Please note that we cannot accept a resume only. It is imperative that you obtain a TSHRS Employment Application (DTS-1). Appropriate aides and services for qualified individuals with disabilities will be provided upon request. Please notify the Human Resources Office at (410) 385-4446, Toll Free 1(800) 638-7519, or the Maryland Relay Service at 1(800) 735-2258. For more employment information, please refer to our website: www.marylandtransportation.com

Candidates who are selected for this position must apply for a Transportation Worker Identification Credential (TWIC) Card. A TWIC card is required of all maritime personnel. In order to get information on how to apply for a TWIC card, please go to www.tsa.gov/twic or call the MPA Human Resources office for more information.

Qualified applicants will be subject to background and reference checks. Maryland Port Administration is a drug free workplace.

EEO/AFFIRMATIVE ACTION/ADA EMPLOYER

Issue Date: 2/1/10