

NOACA Job Description

NOACA is an Equal Opportunity Employer

Position: Principal	Division: Programming
Title: Manager, Capital Programs	Salary Range: Minimum \$80,000 – commensurate with experience FLSA Status: Exempt
Job Description: <p>This position involves the ability to design, manage, and perform highly technical financial and planning programs and projects, requiring the consistent exercise of judgment and discretion, working independently under the direction of a division director. The Principal is responsible for the development and management of the agency’s Transportation Improvement Program (TIP), including the NOACA administered Surface Transportation Block Grant (STBG), Transportation Alternatives (TAP), and Congestion Mitigation and Air Quality (CMAQ), and Enhanced Mobility for Seniors and Individuals with Disabilities federal funding programs. The Principal will also be responsible for administration of the agency’s Disadvantaged Business Enterprises (DBE) program compliance. The Principal will work with management and staff to design and develop program policies and procedures to guide available resources, in furtherance of the mission of the Northeast Ohio Areawide Coordinating Agency (NOACA) as a metropolitan planning organization (MPO) and areawide water quality management agency</p> <p>The Capital Programs Manager provides skilled leadership in the preparation, analysis and communication of TIP and related program documents and fiscal reports, performs analysis and makes recommendations for programming and reporting. Work requires strong financial, communication, analytical, and organizational skills. Knowledge of Federal Highway Administration (FHWA) and Federal Transit Administration (FTA) regulations and guidance, and Ohio Department of Transportation (ODOT) program and project development procedures is preferred.</p> <p>This position will support the Planning Division with programming tasks associated with transportation planning projects, procurement of federally assisted contracts, grant management, monitoring and reporting, invoicing, and other tasks associated with administering federal transportation program funds. In addition, the position will be expected to contribute to special projects.</p> <p>The Principal may also be responsible for managing and/or mentoring staff, as assigned. The Principal is responsible for implementing agency goals and objectives at the program level.</p>	
Duties and Responsibilities: <p>The duties and requirements listed below are representative of the knowledge, skill, and/or ability required to successfully perform this job. Reasonable accommodations may be made to enable individuals with disabilities to perform these functions.</p> <p>Technical:</p> <ul style="list-style-type: none"> • Designs highly technical programs and projects, in compliance with federal and state oversight agency regulations and guidance. • Manages the identification and evaluation of new projects for consideration of funding through NOACA capital funding programs, consistent with NOACA long-range transportation planning efforts. • Performs and manages advanced analysis and evaluation of transportation projects and programs to determine outcomes and impacts. • Identifies and proposes new and/or streamlined transportation funding program efforts/approaches. • Coordinates programs and projects with multiple divisions and sub-division sections. <p>Specific:</p> <ul style="list-style-type: none"> • Works with internal planning, external relations and finance staff; and external oversight agencies and program and project managers to design and develop the agency’s Transportation improvement Program and related initiatives. • Analyzes capital programs budget and program activity and prepares periodic reports and recommendations. • Performs data analysis and long-term forecasting and trends analysis. • Monitors the development and implementation of TIP projects to ensure projects are delivered on-time, within approved scope and funding participation. • Tracks and reports performance measures related to capital program delivery and fund utilization • Informs management regarding management systems, policies, procedures and projections. 	

- Supports and assists departments with problem solving.
- Assists in the management and reporting of federal and/or state grants.
- Provides support for special projects as requested.

Management:

- Manages one or more programs staff, as assigned, in coordination with one division director.
- Manages assigned programs in coordination with the division director.
- Develops, maintains, and oversees compilation of a complete, accurate, and coordinated sub-division level work plan that complies with metropolitan planning agency requirements.
- Develops, maintains, and oversees development of a assigned budget supportive of the identified sub-division level work plan.
- Makes sound decisions in a timely manner and resolves difficult problems with effective solutions, exercising discretion and independent judgment with respect to matters of agency significance.

General:

- Manage programs and projects as assigned.
- Prepare and reviews reports/documents/records.
- Prepare and reviews project goals and objectives.
- Represents NOACA at meetings inside and outside of NOACA offices on work-related and policy issues, as directed.
- Work directly with Directors, group managers, staff, external oversight agencies, local government staff, partners, consultants, and/or contractors.
- Mentor other staff as assigned.
- Monitor and participate in the training of staff.
- Attend work-related meetings inside and outside of the agency offices, as directed.
- Engage in minimal travel within the state and the continental U.S., as directed.
- Work under supervision alone or in groups on assigned tasks.
- Work on special projects as required.
- Perform other duties deemed appropriate.

***Credentials and Experience:**

- Bachelors Degree in appropriate field plus ten years of relevant programming, budget and planning experience. Masters Degree may be substituted for one year of experience

Must be legally able to work in the United States

*Minimum Requirements

Knowledge, Skills and Abilities:

- Advanced experience with grant administration and/or knowledge of state and federal transportation funding programs, including applicable laws and regulations
- Advanced knowledge of capital program planning, including budget preparation, budget control, and financial reporting procedures
- Experience with federal and state funded project development processes
- Excellent written and verbal communication skills
- Analytical skills
- Detail oriented

Special Requirements: