

**OHIO DEPARTMENT OF DEVELOPMENT
EMPLOYMENT OPPORTUNITY**

Job Title: Manager, Environmental Programs

Position Number: 20099537

Starting Salary: \$70,000 yr.

Division/Office: Community Services/Energy & Environment

Location: 77 South High Street, 25th Floor

Job Classification: Administrative Staff

Job Status: Unclassified Exempt

Work Hours: 8:00 am to 5:00 pm, M-F

POSTING DATE: OCTOBER 21, 2021

DEADLINE FOR APPLYING: NOVEMBER 11, 2021

Job Duties:

Acts as manager of Environmental programs (e.g., Brownfield): supervises & coordinates work load for designated staff (e.g., reviews assignments, evaluates employee performance, develops section portfolio of program goals & objectives); plans, directs & coordinates incentive management for grant programs & other initiatives (e.g. provides oversight of application & review & agreement issuance, certification issuance, ensures accurate documentation/ file management, monitoring & project closeout); creates program policy & guidelines including creating online application processes.

Conducts presentations at various stakeholder meetings about available funding; participates in conferences to become knowledgeable of additional funding mechanisms that may be available for redevelopment projects, educate participants regarding funding mechanisms & development strategies currently available; develops & maintains written materials on sources of public & private project financing & describes to Director how such forms of financing can be utilized to aid in office mission; provides information concerning public & private financial incentives & urban development strategies by responding to written & telephone inquiries & giving presentations/speeches; serves as a resource to local governmental entities providing program & procedural information.

Accompanies staff & troubleshoots as needed on site visits throughout State of Ohio to monitor project progress assesses compliance with applicable state & federal laws (e.g., Ohio Revised Code, Code of Federal Regulations, National Environmental Policy Act of 1969); reviews written technical reviews outlining corrective action or findings; completes follow-up on outstanding monitoring issues; performs other duties as assigned.

Qualifications: (A test may be given to determine qualifications)

1. Undergraduate degree in Business Administration, Economic Development, Environmental Science, Public Administration, Urban & Regional Planning, or a related field **OR** equivalent work experience.
2. Previous experience in working with environmental programs.
3. Previous experience in other private, state or federally funded grant programs.
4. Previous supervisory experience required.
5. Excellent written & verbal communication skills including public speaking experience.
6. PC proficiency in using word processing, spreadsheet software & other technology platforms.
7. Must possess valid driver's license & be able to travel to various sites around Ohio & occasionally Outside of Ohio.

The final candidate selected for this position will be required to undergo a criminal background check & drug screen. Criminal convictions do not necessarily preclude an applicant from consideration for a position. An individual assessment of an applicant's prior criminal convictions will be made before excluding an applicant from consideration.

**TO APPLY, VISIT THE STATE OF OHIO WEBSITE AT: <http://careers.ohio.gov> or
<http://ohiomeansjobs.com>**

Ohio Department of Development, Human Resources Office
77 South High Street, 27th Floor, Columbus, Ohio 43215
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