

NOACA Job Posting

Organization	The Northeast Ohio Areawide Coordinating Agency (NOACA) is a regional planning agency serving greater Cleveland. As the region's Metropolitan Planning Organization and Areawide Water Quality Management Agency, NOACA conducts transportation and environmental planning for a five-county region that is home to 2.1 million people and includes the counties of Cuyahoga, Geauga, Lake, Lorain and Medina.
Position	Manager, Budget and Work Program
Location	1299 Superior Avenue, Cleveland Ohio
Division	Organizational Planning & Development
Description	The Manager of Budget and Work Program coordinates and executes the preparation, analysis and completion of the agency's annual budget and work program. The position performs key functions of budget monitoring, controlling, forecasting and trends analysis, and supports Agency Divisions with the allocation of funding resources across transportation and environmental planning projects. Core duties also include program performance measurement, grant management, reporting, and other critical tasks associated with administering state, federal and other sources of funds. This is a full-time, FLSA-exempt position.

Requirements

- Bachelors Degree in public administration, planning, business, or related field
- 10 years of budget management experience in the public sector. Masters Degree may be substituted for one year of experience
- Advanced knowledge of budget preparation, budget control, financial reporting, government finance and fund accounting, including applicable laws and regulations
- Experience with administration of government grant programs, with knowledge of transportation funding programs and transportation planning preferred
- Advanced skills with Microsoft Excel spreadsheet application
- Excellent written and verbal communication skills, strong organizational and analytical skills, and detail-oriented

Compensation

- Minimum \$84,955 to commensurate with experience
- Paid time off includes 12 holidays, plus vacation, sick and personal time
- Employer-sponsored health, vision, dental, and prescription coverage
- Life insurance
- Enrollment in Ohio Public Employees Retirement System (OPERS) pension program
- Other voluntary programs

Other

NOACA is an Equal Opportunity Employer and offers a hybrid work environment and telecommute for one day a week on Mondays.

Application

To apply, submit a cover letter and resume in PDF format to: careers@mpo.noaca.org. The first round of applications will be reviewed on November 22, 2022, with applications reviewed on a weekly basis thereafter through December 13, 2022.

