



**MARYLAND DEPARTMENT OF TRANSPORTATION
Maryland Port Administration**

“STATE-WIDE PROMOTIONAL ONLY RECRUITMENT”

(only interested employees currently working for the State of Maryland are eligible to apply for this position)

JOB SPECIFIC RECRUITMENT

This is a job specific recruitment for a generic job classification. The resulting list of eligibles will be used under TSHRS to staff this position or function only in the MPA Property Management Office. You will need to reapply for any future generic or job specific recruitment for this job classification.

BILINGUAL APPLICANTS ARE ENCOURAGED TO APPLY

RECRUITMENT: Administrative Officer I
SALARY: \$34,113.00 - \$53,944.00 effective July 1, 2008
CLOSING DATE: July 11, 2008 (No post marks or faxed copies accepted)

POSITION DUTIES:

The Maryland Port Administration seeks an energetic and independently strong individual who will be responsible for administering and monitoring all commercial management leases, to include office and terminal leases. The primary function of this position will involve the monitoring of lease compliance, fire & life safety compliance and environmental compliance on the six (6) MPA terminals at the Port of Baltimore. The position will also be responsible for managing and overseeing the coordination and follow-up efforts associated with various short and long term assignments for Maritime Commercial Management and for monitoring the compliance for all Property Management initiatives.

Example of work may include but not limited to: Inspecting and surveying all terminals to make sure tenants are operating within the boundaries of their lease; conducting pre, post, and periodic occupancy inspections of all MPA tenant areas; checking for environmental issues, adhering to MPA facility requirements; providing written reports on deficient areas; conducting safety environmental and fire inspections of MPA facilities; communicating findings to affected tenants and conducting follow-up until problems have been taken care of; assisting with audit of lease compliance, environmental and safety programs, plans and procedures, etc.

MINIMUM QUALIFICATIONS:

EDUCATION: Possession of a bachelor's degree from an accredited four-year college or university

EXPERIENCE: One year of experience in administrative or professional work.

LICENSE: Possession of valid Class C Motor Vehicle Operator's license is required. Please have license number and expiration date submitted on application.

NOTES: 1. Applicants may substitute graduate education for the required general experience at the rate of one year of education to one year of experience, for up to two years of the required general experience
2. Applicants may substitute additional experience as defined above for the required education at the rate of one year of experience to one year of education, for up to four years of the required education.

Ideal Qualifications:

- Ability to communicate effectively both written and verbal
- Ability to work independently and with others
- Ability to walk to stand for long periods of time
- Proficient in MS Word, Excel and Powerpoint
- Ability to multitask, prioritize and coordinate
- Experience on a marine terminal or similar industrial setting

How to Apply: Candidates who meet or exceed the minimum qualifications may be considered for an interview for this position, therefore it is essential that you provide complete and accurate information on your resume and the TSHRS DTS-1 application (MDOT application). **SUBMIT your DTS-1 application to:** Human Resources Department, Maryland Port Administration, 2310 Broening Highway, Baltimore, Maryland 21224 no later than close of business on **Friday, July 11, 2008**. DTS-1 application can be obtained by accessing <http://www.marylandtransportation.com/Employment/application> or contact the Maryland Port Administration Human Resources Department at (410) 631-1000 during business hours Monday-Friday. Applicants can also apply on-line via the following link: <https://jobs.mdot.state.md.us>

Appropriate aides and services for qualified individuals with disabilities will be provided upon request. Please notify the Human Resources Office at (410) 631-1000, Toll Free 1(800) 638-7519, or the Maryland Relay Service at 711. For more employment information, please refer to our website: www.marylandtransportation.com

The selected candidate must have 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: June 25, 2008