

**Business Outreach Coordinator – MBE/DBE
Ohio Turnpike & Infrastructure Commission**

The Ohio Turnpike & Infrastructure Commission is seeking an experienced Business Outreach Coordinator – MBE/DBE to work in our Contracts Administration Department. Must possess a minimum of a Bachelor's Degree in Business Administration or other relevant subject. Must also possess a minimum of two years of experience working with Ohio businesses.

MAJOR WORKER CHARACTERISTICS

- Ability to create and maintain good working relationships with businesses and small business advocacy groups
- Ability to work independently with minimal direct supervision
- Ability to analyze certification applications of minority and disadvantaged businesses
- Knowledge of prevailing wage rate requirements, regulations and procedures under the State of Ohio Revised Code
- Skill in use of computers, including Word, Excel, Power Point and online research
- Ability to define problems, interview, collect routine and investigative data; establish facts and draw technical conclusions
- Ability to handle sensitive contacts and inquiries with contractors, unions, employees and general public
- Prepare statistical reports and maintain records; prepare and analyze reports, surveys and position statements
- Analyzes prevailing wage and workers' compensation documents to ensure compliance of contractors and vendors

DUTIES/RESPONSIBILITIES

- Serves as the Coordinator for the Commission's MBE/DBE program. This includes recommendations for certification and outreach to new vendors. Also tracks compliance with the Commission's MBE/DBE goals, ensure compliance of outside contractors, and prepares corresponding reports
- Prepares prevailing wage materials and presents to contractors at preconstruction meetings. Handles all aspects of prevailing wage
- Monitors Commission's Drug-Free policy as it relates to vendors and contractors
- Presents at networking events for various small businesses and/or prepares materials and reports for Director and Executive Director. Serves as liaison for Commission to small businesses and other agencies regarding their MBE/DBE efforts
- Assists with Contract Administration as assigned
- Other duties as assigned

UNUSUAL WORKING CONDITIONS

- Must be able to handle frequent interruptions and deadlines
- Must be willing and able to drive and perform work in active construction zones

LOCATION AND TYPICAL HOURS OF WORK

Ohio Turnpike & Infrastructure Commission Administration Building, 682 Prospect Street, Berea, Ohio. The normal hours of work are 8:30am to 5:00pm, Monday through Friday. Employees do not pay tolls to and from their work installation(s).

SALARY

The salary range for this position is \$50,597.56 - \$61,402.38 annually.

APPLICATION PROCESS

Those interested may obtain a copy of the employment application at www.ohioturnpike.org. Individuals must print the application, fill out using a blue or black ink pen, and send it along with a cover letter, resume and a signed FCRA Authorization Form via U.S. mail to:

The Ohio Turnpike & Infrastructure Commission
Attn: Human Resources Manager
Reference: Business Outreach Coordinator
682 Prospect Street
Berea, Ohio 44017

Applications will be accepted until the position is filled.

No phone calls/faxes/electronic submission please

The Ohio Turnpike & Infrastructure Commission is an Equal Opportunity Employer