



MARYLAND DEPARTMENT OF TRANSPORTATION  
invites applications for the position of:

## Assistant Director of Debt (Fiscal Services Administrator VI)

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<b>SALARY:</b>	\$75,012.00 - \$120,447.00 Annually
<b>OPENING DATE:</b>	02/16/21
<b>CLOSING DATE:</b>	Continuous

**DESCRIPTION:**

**Open Recruitment**

**Open Until Filled  
Executive Service**

(This position serves at the pleasure of the Appointing Authority.)

*If you have ever taken a flight from BWI Thurgood Marshall airport; renewed your Maryland driver's license; traveled to an Orioles game on the Light Rail; embarked on a cruise from the Port of Baltimore; received roadside assistance from CHART Emergency Patrol; reduced your commute time by using one of Maryland's toll roads; or applied for Minority Business Enterprise (MBE) certification, then you have experienced some of the superb services provided by the Maryland Department of Transportation (MDOT).*

*MDOT has various careers for people of all experiences, backgrounds, and abilities who come together to contribute to one mission—connecting our customers to life's opportunities. Join us in serving our Maryland residents, visitors, and businesses!*

**The Maryland Department of Transportation The Secretary's Office (MDOT TSO) is seeking an Assistant Director of Debt (Fiscal Services Administrator VI).** The Assistant Director of Debt is responsible for all aspects of the Maryland Department of Transportation's debt program, including decisions on issuance, administration, and post-issuance compliance of debt, as well as any accounting, budget, financial year-end closing, reporting, and audit issues involving debt. The Department issues a variety of debt instruments, including Consolidated Transportation Bonds, certificates of participation, airport revenues bonds, and certain federal grant bonds, with total debt outstanding exceeding \$4 billion. The Assistant Director of Debt is also involved in and provides oversight of any conduit issued by other state entities on behalf of the Department, conduit debt issued by the Department on behalf of others, and innovative financing for the Department's public-private partnership program. This position directly oversees the day-to-day operations of the two-member Debt Unit at MDOT TSO; provides support, direction, and strategic oversight on financing matters to each of the transportation business units within MDOT; is a critical member of the Finance Senior Management team; and reports to the Chief Financial Officer.

**The current vacancy exists at the Maryland Department of Transportation The Secretary's Office (MDOT TSO) in Hanover, Maryland (Anne Arundel County).**

***MDOT offers a generous and competitive benefits package. You can learn about our amazing benefits here: [MDOT Benefits](#)***

## **QUALIFICATIONS:**

### **PREFERRED QUALIFICATIONS:**

**Education:** Possession of a Bachelor's degree in accounting, auditing, public or business administration, finance, economics or a related field from an accredited college or university.

**Experience:** Seven (7) years of experience managing a debt program. Five (5) years of this experience must have been performed at a senior management level.

**The ideal candidate** will be familiar with federal, state, and regulatory laws, regulations, and guidance regarding debt, tax compliance, and accounting for debt. In addition, the ideal candidate will possess a focus on financial excellence and innovation; excellent analytical and critical thinking skills; strong written and verbal communication; situational awareness; the ability to multi-task and meet deadlines; attention to detail; and proficiency with Microsoft Excel.

**Consideration for employment may be based solely on the contents of your application; therefore, it is essential that you provide complete and accurate information. Please include all relevant experience on your application. This includes, but is not limited to, full or part time, volunteer, military, acting capacity, or any other experience that is relevant to the position you are applying.**

**If you have held more than one position at the same employer, please list each position that you held and the length of time that you held each position.**

### **Notes:**

1. Applicants may substitute a Bachelor's degree from an accredited college or university with thirty credit hours in Accounting and related courses, including or supplemented by three credit hours in auditing, for the required education.

## **LICENSES & CERTIFICATIONS:**

None

## **ADDITIONAL INFORMATION:**

**TO APPLY:** You must complete an MDOT employment application (DTS-1) online to be considered for this recruitment. RESUMES CANNOT BE SUBSTITUTED FOR THE MDOT EMPLOYMENT APPLICATION. **No paper applications will be accepted.**

Selected candidates may be subject to background and reference checks.

You may apply online at: <https://www.governmentjobs.com/careers/mdotmd>.

**Appropriate auxiliary aids and services for qualified individuals with disabilities will be provided upon request. Please notify in advance. MD Relay Service Number (711). Bilingual applicants are encouraged to apply.**

**IMPORTANT: Due to current operational limitations caused by COVID-19, we are only providing electronic notifications of your application status to the email address provided on the application. We will not send paper notifications, regardless of notification preference listed on the application. It is the applicant's sole responsibility to ensure the email address provided is accurate and the account is reviewed regularly. Timely attention to application notifications is important. Your email provider may have security levels which disrupt our email receipt. We suggest monitoring all email folders, including Spam or Junk, as needed. You can also access all notifications through your governmentjobs.com account.**

The Maryland Department of Transportation is not sponsoring new employees in application of the H-1B Visa or providing an extension of an existing H-1B Visa at this time due to budgetary constraints. All applicants must be legally authorized to work in the United States under the Immigration Reform and Control Act of 1986. Federal regulations prohibit H1B Visa candidates from paying sponsorship fees, all sponsorship fees must be assumed by the potential employer.

Applicants who have education obtained outside of the U.S. will be required to provide proof of the equivalent U.S. education as determined by a foreign credential evaluation service, such as the National Association of Credential Evaluation Services (<http://www.naces.org>) or World Education Services: International Credential Evaluation (<https://www.wes.org/>).

The incumbent in this position will not be a member of a covered bargaining unit.

WE ARE AN EQUAL OPPORTUNITY EMPLOYER. MDOT does not discriminate based on age, ancestry, color, creed, gender identity or expression, genetic information, marital status, mental or physical disability, national origin, race, religious affiliation, belief or opinion, sex, or sexual orientation.

Issue Date: 2/16/2021

## **Assistant Director of Debt (Fiscal Services Administrator VI) Supplemental Questionnaire**

- \* 1. Do you possess a Bachelor's degree in accounting, auditing, public or business administration, finance, economics or a related field?  
 Yes    No
  
- 2. Do you have at least seven (7) years of experience managing a debt program?  
 Yes    No
  
- \* 3. If you answered 'yes' to question #2, please provide details regarding this experience. Please include where you obtained this experience, dates of employment in months and years (i.e., 6/2007 - 9/2010), and whether this was part-time or full-time work. This experience must also be documented in your application. If you answered 'no', please type 'N/A'.
  
- \* 4. Do you have at least five (5) years of experience managing a debt program at the senior management level?  
 Yes    No
  
- \* 5. If you answered 'yes' to question #4, please provide details regarding this experience. Please include where you obtained this experience, dates of employment in months and years (i.e., 6/2007 - 9/2010), and whether this was part-time or full-time work. This experience must also be documented in your application. If you answered 'no', please type 'N/A'.
  
- \* Required Question