



REVENUE AUTHORITY OF PRINCE GEORGE'S COUNTY

Program Manager (Full-Time) Monday to Friday 8:00am to 4:30pm

The Revenue Authority of Prince George's County is seeking a **Program Manager** to assist with the day to day operations of the Automated Enforcement programs - Red-light, Speed, School Bus, and False Alarm Reduction programs. under the direction of the Director, Public Safety. The incumbent will have considerable degree of independent judgment and action in accordance with departmental policies, rules, and regulations.

The Revenue Authority of Prince George is a quasi-governmental entity that serves as a real estate development and development finance agency, an operator of programs and facilities, and a manager of programs and facilities in partnership with other Prince George's County agencies.

Responsibilities include but are not limited to:

- Assist with managing the County's automated enforcement programs, including red-light cameras, speed cameras, and school bus stop-arm enforcement.
- Serve as the primary contact and coordinator for program vendors, law enforcement, school officials, and municipal partners.
- Oversee daily operations, ensuring all enforcement systems are compliant, effective, and aligned with public safety goals.
- Analyze program data, prepare detailed reports, and use insights to recommend and implement improvements.
- Provide administrative support to the abandoned vehicle unit, including coordinating documentation, scheduling removals, and responding to stakeholder inquiries.
- Engage in public education and outreach to inform the community about enforcement programs and their impact on safety.
- Support compliance with all local, state, and federal regulations relevant to automated enforcement and vehicle abatement.
- Assist in preparing presentations for leadership and community stakeholders.
- Contribute to a team environment, mentoring support staff as needed.
- Assist with managing program budgets, contracts, and vendor relationships.

Qualifications/Skills Required:

- Two (2) + years of professional experience in program coordination, outreach, or event planning.
- Bachelor's degree in a related field like Business Administration, Public Administration, or a specific program area; or equivalent combination of education and experience.
- This role routinely uses standard office equipment such as computers, telephones, photocopiers, filing cabinets.

- This would require the ability to lift files, open filing cabinets and bend or stand as necessary.
- Must be able to lift up to 15 pounds.

Why Should You Join Our Team

As a dynamic agency, we understand what it means to have a work culture that is dedicated and flexible to create a work/life balance. The Revenue Authority of Prince George's County is an equal opportunity employer committed to promoting an inclusive work environment free of discrimination and harassment. We are committed to our mission and values, while promoting a sense of belonging and growth with our coworkers.

Together, we continue to build a culture that encourages, supports, and celebrates the diverse voices of our employees.

We are proud to offer a comprehensive benefits package including:

- Medical, Dental, vision, Employee Assistance Program services, and more!
- Vacation, Sick and Personal Leave
- 401K Retirement Savings Plan
- Telework/Hybrid Work for Qualified Positions
- Opportunities for Professional Development
- Friendly Team-oriented Work Environment

If you are interested in this position, we encourage you to apply!

https://workforcenow.adp.com/mascsr/default/mdf/recruitment/recruitment.html?cid=033b4c3e-8e78-42bc-befc-03a22c7628d0&cclid=19000101_000001&jobId=565946&lang=en_US&source=EN

Conditions of Employment

Must successfully complete background check

Eligibility to Work

Under the Immigration Reform and Control Act of 1986, an employer is required to hire only U.S. citizens and lawfully authorized alien workers. Selected candidates for employment will be required to show and verify authorization to work in the United States.

Closing Date

Open until filled.

Pay

\$75,000 Annually – Exempt