



**CITY OF HARTFORD - HUMAN RESOURCES DEPARTMENT
invites applications for the position of:**

Management Services Officer

SALARY:	\$75,015.20 - \$96,448.04 Annually
DEPARTMENT:	Department of Public Works
OPENING DATE:	05/05/22
CLOSING DATE:	05/31/22 05:00 PM
DESCRIPTION:	

Vacancy is in the Department of Public Works. Under general direction, to assist the Director in the administration of departmental activities by formulating plans, procedures and policies relating to the operation of the department; by coordinating and supervising administrative services within the department and by performing related work as required.

Coordinates the payment of invoices, entering of purchase order requisitions, and the booking of departmental revenues and other accounts receivable. Conducts monthly budget review meetings with DPW division heads. Coordinates the procurement of required parts, supplies, professional and technical services, and the routing of contracts for other needs of the department with the City's Procurement Division. Assists in preparing the department's annual budget. Works closely with the City Engineer and the City's Director of Operations to organize funding and track expenditures for projects under the City's Capital Improvements Program. Coordinates and supervises the administrative services and business management activities of the department. Prepares, implements and monitors the departmental budget. Conducts management studies on various problem areas within the department and makes recommendations for their improvement. Analyzes departmental practices and procedures for their efficiency and recommends improvements where need indicates. Supervises and coordinates the financial activities of a department. May participate in disciplinary matters and grievance handling for department personnel. Plans and participates in the development and implementation of in-service training programs for departmental staff. Supervises and participates in the preparation of a variety of reports relating to departmental activities.

Supervises subordinate staff. The above essential duties and responsibilities are not intended as a comprehensive list, they are intended to provide a representative summary of the major duties and responsibilities. Incumbent(s) may be required to perform additional related duties.

This is a HMEA Union Position. The hours of work are 40 hours per week and the above salary includes 5% in lieu of overtime.

KNOWLEDGE, SKILLS & ABILITIES:

The examination will consist of rating of your training and experience as contained on your application and may also include a written test, an oral test or both. All parts of the examination, including tests and ratings, will be related to the requirements of the position. The examination is designated to measure the knowledge of programs, policies and operational procedures of a department. Knowledge of principles and practices of public administration and office management. Knowledge of accounting and budgetary principles and practices. Ability to analyze and evaluate departmental procedures and systems and to recommend improvements.

Ability to plan, assign and supervise the work of subordinate staff. Ability to establish and

maintain effective working relationships with subordinates, City officials and administrators, as well as the general public. Ability to coordinate the various functions and activities of the department. Ability to conduct studies and prepare clear and comprehensive reports pertaining to various aspects of the department's work. Ability to communicate effectively both orally and in writing.

QUALIFICATIONS:

Open to all applicants who meet the following minimum qualifications:

Graduation from a four-year college with major coursework in public administration, business administration or closely related field **AND** five (5) years of progressively responsible experience in the areas of business and financial management, at least two years of which must have been in an administrative capacity.

A COPY OF YOUR DEGREE OR TRANSCRIPT MUST BE ATTACHED TO YOUR APPLICATION. A DEGREE OR TRANSCRIPT SUBMITTED WILL BE VERIFIED BY THE HUMAN RESOURCES DEPARTMENT.

HARTFORD RESIDENCY PREFERRED: Preferably be a bona-fide resident of the City of Hartford at the time of application. A completed CITY OF HARTFORD RESIDENCY AFFIDAVIT including proof of residency as indicated on the RESIDENCY AFFIDAVIT may be submitted.

APPLICATION MUST BE COMPLETED IN ITS ENTIRETY, INCLUDING ANY REQUIRED DOCUMENTATION. APPLICATIONS WITHOUT PROPER DOCUMENTATION SHALL RESULT IN YOUR DISQUALIFICATION FOR THIS POSITION.

APPLICATIONS VIA FACSIMILE OR EMAIL ARE NOT ACCEPTED.

OTHER INFORMATION:

If selected, you will be required to pass a physical examination administered by a City physician, a drug and alcohol screening, and a background check. If appointed, you will serve 3- 12 months of probation. This examination and employment process is subject to all federal, state, and municipal laws, rules, and regulations.

NOTE: ALL CORRESPONDENCE AND INFORMATION CONCERNING THE APPLICATION AND TESTING PROCESS WILL OCCUR VIA EMAIL, UNLESS OTHERWISE REQUESTED AT THE TIME OF APPLICATION.

IN ADDITION TO CHECKING YOUR EMAIL INBOX FOR RECRUITMENT CORRESPONDENCE, PLEASE ALSO CHECK YOUR JUNK AND SPAM FOLDERS.

VETERAN'S PREFERENCE: Preferential Points may be given to Eligible Veterans. Must submit a Veteran's Preference Form, located on the hartford.gov/humanresources page along with a DD-214 and Disability letter (if applicable) from the Office of Veteran's Affairs.

The Human Resources Department provides reasonable accommodation to persons with disabilities in accordance with the Americans with Disabilities Act (ADA). If you need an accommodation in the application or testing process, please contact the Human Resources Department.

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER The City of Hartford is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, veterans, and persons with disabilities.

APPLICATIONS MAY BE FILED ONLINE AT:

<http://www.hartford.gov>

Position #00933
MANAGEMENT SERVICES OFFICER
PR

Human Resources Department
550 Main Street
Hartford, CT 06103
860-757-9800

humanresources@hartford.gov

Management Services Officer Supplemental Questionnaire

- * 1. I have attached a copy of my degree/transcript. (I understand this is required to be considered for this position and not attaching my degree/transcript will deem me not qualified).
 Yes No

- * 2. Please describe your experience in financial management, including preparing departmental budgets.

- * 3. Describe your experience analyzing departmental procedures, and describe which procedures you have successfully implemented in a department.

- * Required Question