



# TOWN OF MANCHESTER



## POSITION VACANCY

### DEPUTY GENERAL MANAGER

\$95,000 – \$130,000

**CLOSING DATE: Monday, August 27, 2018**

(Applications must be received in the Human Resources Department by 4:30 p.m.)

**SUMMARY OF POSITION:** The Town of Manchester is seeking a highly experienced Deputy General Manager with a demonstrated history of successful experience to perform general administrative assignments including oversight of Human Resources, conducting contract negotiations, preparing for and representing management at grievance and arbitration hearing with employee collective bargaining units and representing the Town in related employee-employer matters. Plans and supervises studies or activities on assigned major technical and policy problems, and assists or acts for the General Manager in the administrative management of Town operations. Is the responsible administrative official in the absence of the General Manager. Assists the General Manager in maintaining effective communications with the Board of Directors, Town boards and commissions, Town operating departments and the general public. Attends all Board of Directors meetings along with the General Manager. The preferred candidate will be an individual who aspires to be a City/Town Manager. Additional qualifications include:

**DESIRABLE KNOWLEDGE AND SKILLS:** Considerable knowledge of the principles and methods of organization and public management. Considerable knowledge of the principles and practices of public personnel administration and of labor relations. Ability to plan and direct the work of professional and technical staff. Considerable ability to design and perform research and prepare technical reports and recommendations. Ability to establish and maintain effective working relationships with, and to secure cooperation from, public officials, associates and the general public. Experience managing technology and its implementation preferred.

**MINIMUM QUALIFICATIONS:** Master's Degree in Public Administration. Four (4) years of responsible experience in local governmental administration including two (2) years' experience in personnel administration and labor relations. Suitable experience may be substituted for educational attainment if deemed appropriate by the General Manager or his designee.

If you are interested in this outstanding career opportunity, Recruitment Profile, applications and job descriptions are available in the Human Resources Department, 41 Center Street, P.O. Box 191, Manchester, CT 06045-0191 or view our website and apply online at: <http://hrd1.townofmanchester.org/index.cfm/employment-opportunities/>. Applications and resumes must be received in the Human Resources Department by 4:30 p.m. on Monday, August 27, 2018 or post-marked by Monday, August 27, 2018. **No faxed or e-mail copies of resumes and/or applications will be accepted.**

*The Town of Manchester shall not discriminate on the basis of race, color, creed, age, sex, national origin, physical disability or sexual orientation. The Town of Manchester is an equal opportunity employer and encourages applications from women, minorities, veterans and the disabled. 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.*

The above posting is intended as a guide for personnel actions and must not be taken as a complete description of the position or the process.