



TOWN OF MANCHESTER



POSITION AVAILABLE

DEPUTY WATER & SEWER ADMINISTRATOR

37.5 hours per week

\$82,532

Applications will be accepted until the position is filled

NATURE OF WORK

Under the general supervision of the Water and Sewer Administrator, oversees the administrative and financial operations of the Town of Manchester Water and Sewer Department. The Deputy Water & Sewer Administrator is responsible for overseeing the business, financial, and other administrative affairs of the department in such a way as to provide the best possible level of service to Manchester Water & Sewer customers.

ESSENTIAL FUNCTIONS

Day-to-day administrative and financial management of the Department, including customer service, meter services, and accounting. The successful candidate will be a hands-on and collaborative manager, as well as a strategic thinker, with proven experience in accounting, budgeting, customer service, compliance, business operations, and office administration, staff management, and operations.

MINIMUM TRAINING AND EXPERIENCE

At least five (5) years of full-time or equivalent part-time, progressively responsible related public finance and/or business administration experience, of which two (2) must have been in a supervisory capacity. A Bachelor's degree in Public Finance, Public Administration, Business Administration or closely related field strongly preferred and may be substituted for two (2) years of the required experience. A Master's degree in the above listed fields highly preferred and may be substituted for three (3) years of the required experience. There is no substitution for supervisory experience. Suitable experience may be substituted for educational attainment if deemed appropriate by the General Manager or his designee.

EXAMINATION WILL CONSIST OF:

<u>Parts</u>	<u>Weight</u>	<u>Passing Score</u>
Oral Examination	100%	80%

To apply please visit: www.townofmanchester.org, under Employment Opportunities. PLEASE NOTE: The Town of Manchester Online or Print Application is the only valid Form accepted. Resumes and Cover Letters submitted without the accompanying Application are not considered complete. Applications submitted through any other site will not be accepted. Faxed or e-mailed applications will not 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 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 Town of Manchester is an equal opportunity employer and encourages applications from women, men, minorities, veterans and the disabled.

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.