



TOWN OF MANCHESTER



POSITION VACANCY

DIRECTOR OF HUMAN SERVICES \$100,000 - \$125,000

CLOSING DATE: Monday, July 8, 2019

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

SUMMARY OF POSITION: Under administrative direction of the General Manager, responsible for planning, coordinating and directing Human Services Department activities encompassing diverse programs dealing with public health, family and elderly services and Senior Citizens programs. Facilitates development of integrated community system of human services to identify needs implement responses and assure effective delivery of service.

DESIRABLE KNOWLEDGE, SKILLS AND ABILITIES: A strong commitment to promoting the health and well-being of the Town's residents, particularly the most vulnerable. Considerable knowledge of the principles and practices of public administration as applied to the management of varied human services programs at the management level. Ability to develop and coordinate innovative, data-driven programs and services. Significant knowledge of department budgeting. Ability to plan and direct the work of professional staff. Ability to coordinate with other Town departments, not-for-profit agencies and other community partners to address policy issues relating to the needs of Manchester residents. Ability to establish and maintain effective working relationships with, and to secure cooperation from, public officials, associates and the general public. Knowledge of securing grant funds from state, federal and private funding sources.

MINIMUM TRAINING AND EXPERIENCE: Master's Degree in a field of Human Services of Public Administration or related field, plus five (5) years of progressively responsible experience in a human services program including two (2) years administrative or supervisory experience, preferably in a diverse human services setting.

EXAMINATION WILL CONSIST OF:	<u>Parts</u>	<u>Weight</u>	<u>Passing Score</u>
	Oral Examination	100%	80%

The examination will consist of an evaluation of training and experience as indicated on the application. Based on these ratings, a maximum of the ten most qualified applicants will be invited to participate in an oral test. All parts of the examination including ratings and tests will be related to the requirements and duties of the position.

Applications, job description and Position Profile are available in the Human Resources Department, 41 Center Street, P.O. Box 191, Manchester, CT 06045-0191 or visit our website at: <http://hrd1.townofmanchester.org/index.cfm/employment-opportunities/>. Applications must be received in the Human Resources Department by 4:30 p.m. on Monday, July 8, 2019 or must be postmarked Monday, July 8, 2019.

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.