

CIVIL SERVICE COMMISSION
WATERBURY, CONNECTICUT

Open Competitive Exam #1695

OPEN COMPETITIVE EXAMINATION FOR: ADMINISTRATIVE OFFICER

SALARY: \$60,000 - \$70,000 per year (New Hires Start at Low-end of Salary Range)

FRINGE BENEFITS: Choose from three available health insurance plans (employee contributions vary), Prescription Drug Rider, Dental Plan; Group Life Insurance for Individual; Retirement Plan; paid Holidays; paid Vacation; paid Sick Leave; Personal Days.

LAST DAY FOR FILING APPLICATIONS

Applications, which may be obtained at the Civil Service Office, Chase Municipal Building, 236 Grand St., Waterbury, CT 06702 or at www.waterbury-ct.gov , will be accepted until

JUNE 21, 2005

IMPORTANT:

1. **Veterans** - Veteran's points will be awarded in accordance with the Connecticut State Statute. Five (5) for non-disabled veterans, ten (10) for disabled veterans. Proper documentation must be submitted to the Personnel Director before the date of the examination.
2. **Residents** - Residency points shall be added in accordance with the amendment to the Civil Service Rules and Regulations. Proper documentation (Civil Service Office Request for Residency Points) must be submitted with application of employment.

EXAMPLES OF DUTIES - (ILLUSTRATIVE ONLY): Performs a variety of professional fiscal and administrative functions; exercises functional supervision over a variety of clerical fiscal/administrative activities such as maintenance of accounting, personnel (such as vacations and other leaves,) payroll, grant and contract records and purchase requisitions; prepares bid specifications; assists in the formulation of policies and procedures and implementation of such policies and procedures; reviews bargaining agreements and monitors for compliance to such agreements; acts as liaison with Finance Department; utilizes IT systems for financial records, reports and analysis; prepares or reviews grant budgets and other fiscal portions of grant applications; monitors compliance with grant requirements; assists with budget preparation and prepares budget reports; reviews, authorizes and monitors expenditures; performs other related duties as required.

REQUIRED KNOWLEDGES, SKILLS AND ABILITIES: Considerable knowledge of principles and practices of public administration; knowledge of and ability to apply management principles and techniques; knowledge of principles and procedures of personnel, payroll, purchasing, grant administration and contract administration; considerable interpersonal skills; considerable oral and written communication skills; considerable ability in preparation and analysis of financial and statistical reports; ability to analyze budgetary and related problems; ability to utilize IT systems for financial management and other administrative functions.

IN ORDER TO BE CONSIDERED FOR THIS POSITION YOU MUST INDICATE ON YOUR APPLICATION THAT AS OF THE CLOSING DATE YOU HAVE THE FOLLOWING ACCEPTABLE EXPERIENCE AND TRAINING:

A Bachelor's degree in Public Administration, Business Administration or Accounting, plus five (5) years experience in two of the following administrative functions: personnel / labor relations, facilities management, payroll, or purchasing plus one of the following fiscal functions: grant administration, accounting, accounts examining, or budget management. All experience must be in a functionally accountable (or supervisory) role in an environment with at least 75 employees. **OR** If no Bachelor's degree, nine (9) years experience, as stated above, is required.

This position is covered under the written agreement between the City of Waterbury and the Waterbury Municipal Administrators Association.

The Parts and Weights for this examination will be determined prior to conducting the exam.

Individuals appointed shall be required to serve a working test period which will be, in effect, the final phase of the examination.

APPEAL PROCESS: An applicant may appeal a notice of rejection of his/her application to the Civil Service Commission within seven (7) days of receipt of such notice.

Please notify the Civil Service Office of a change in address. Notification of examination will be mailed to the address written on your application.

THE CITY OF WATERBURY IS AN EQUAL OPPORTUNITY EMPLOYER

E.O.E. M/F/H/V