

# **CITY OF MANCHESTER**

**HUMAN RESOURCES DEPARTMENT**

**ONE CITY HALL PLAZA**

**MANCHESTER, NH 03101**

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**HUMANRESOURCES@MANCHESTERNH.GOV**



## **ADMINISTRATIVE ASSISTANT II – GRANT FUNDED**

(Announcement Number R-72-15)

Grade 13

Starting Pay: \$15.69 per hour – plus comprehensive benefits package

40 hours per week – non-exempt

### **THE JOB:**

Performs technical and detailed clerical duties for Manchester's Lead Hazard Reduction Demonstration Grant (LHRDG) Program funded through the US Dept. of Housing and Urban Development (HUD). Individual will perform applicant-intake processes to determine program eligibility under the direct supervision of Senior Planners and the Program Manager and will perform necessary follow-up and verification; create and maintain extensive and detailed excel tracking sheets. Individual will uphold compliance criteria necessary for HUD funded programs and work with a diverse range of people and agencies. Performs related work as required.

### **MINIMUM QUALIFICATIONS:**

Graduation from High School or possession of a GED, preferably supplemented by additional training in office management; and considerable experience in general office operations; must be detail oriented and able to perform under pressure and deadlines; experience in administering HUD funded programs desired and strong Microsoft Excel skills preferred. Any equivalent combination of experience and training which provides the knowledge, skills and ability necessary to perform the work.

**NOTE: Offer of hire conditional on candidate's ability to perform essential job functions, with or without accommodation, as determined by passing a medical exam, including alcohol and drug tests and a thorough background investigation.**

### **APPLICATION PROCEDURES:**

Candidates must complete a City of Manchester Employment Application available at the City of Manchester website [www.manchesternh.gov/jobs](http://www.manchesternh.gov/jobs) or in person at the Human Resources Department, One City Hall Plaza. Submission of a resume is optional.

### **OPENING DATE:**

November 20, 2015

**CLOSING DATE: Friday, December 4, 2015**

### **OFFICE HOURS:**

Office Hours: Monday through Friday, 8:00 AM to 5:00 PM

**Equal Employment Opportunity Employer**

**\*\*\*PLEASE POST\*\*\***

*THIS DOCUMENT IS AVAILABLE IN ALTERNATE FORMATS UPON REQUEST*