CITY OF MANCHESTER

LICENSE ENFORCEMENT INSPECTOR

(Announcement Number R-84-15)
Grade 15
Starting Pay: $17.94 per hour – plus comprehensive benefits package

THE JOB: Performs inspection, enforcement and administrative support in the area of business licensing within the City Clerk's office; performs directly related work as required.

MINIMUM QUALIFICATIONS: Graduation from an accredited college or university with an Associate's Degree in Public Administration, Business Administration or a closely related field; three years' experience in sales, cold calling, inspecting or related type of work experience; or any equivalent combination of experience and training which provides the knowledge, skills and abilities necessary to perform the work. Must pass exam to attain certification in drug and alcohol testing during probationary period. Must maintain certification for duration of employment as a License Enforcement Inspector. May be required to work nights and weekends.

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.

PROCEDURES: Candidates must complete a City of Manchester Employment Application available at City of Manchester website www.manchesternh.gov/jobs or in person at the Human Resources Dept., City Hall Annex. Submission of a resume is optional. Applications must be received prior to 5:00 pm on the closing date to be considered.

OPENING DATE: November 19, 2015   **CLOSING DATE:** Thursday, December 10, 2015

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

**The City of Manchester is an Affirmative Action/
Equal Employment Opportunity Employer**

PLEASE POST

THIS DOCUMENT IS AVAILABLE IN ALTERNATE FORMATS UPON REQUEST