

# **CITY OF MANCHESTER**

**HUMAN RESOURCES DEPARTMENT**

**ONE CITY HALL PLAZA**

**MANCHESTER, NH 03101**

**TEL: 603-624-6543 (VOICE/TTY)**

**FAX: 603-628-6065**

**WEB SITE: [www.manchesternh.gov](http://www.manchesternh.gov)**



## **LICENSING, COMPLIANCE AND FACILITIES COORDINATOR**

(Announcement Number R-28-15)

Grade 17

Starting Pay: \$20.53 per hour plus comprehensive benefits package

### **THE JOB:**

Oversees business licensing and enforcement, performs compliance and coordination duties associated with the Neighborhood Enforcement Team, and performs facility maintenance and security oversight and administrative support functions within the City Clerk's Office. The principal function in this class is to ensure all appropriate guidelines are followed in the official processes of licensing, and to provide administrative support functions in the areas of facility maintenance, elections, and general operations of the City Clerk's office. Also performs related duties as required.

### **MINIMUM**

### **QUALIFICATIONS:**

Graduation from an accredited college or university with Associates Degree in Public Administration, Business Administration, Criminal Justice or a closely related field; and six years of experience in licensing, enforcement, compliance or coordinating the activities of an office of which three years shall have been at the supervisory level; or Any equivalent combination of experience and training which provides the knowledge, skills and abilities necessary to perform the work. Certification in drug and alcohol testing within 60 days of employment is required, as well as ability to obtain Justice of the Peace/Notary Public within 120 days of employment.

**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 check.**

### **APPLICATION**

### **PROCEDURE:**

Candidates must complete a city of Manchester Employment Application available at City of Manchester website [www.manchesternh.gov/jobs](http://www.manchesternh.gov/jobs) or in person at HR Dept. City Hall Annex. Submission of a resume is optional. Applications must be received prior to 5:00 PM of the closing date.

### **OPENING DATE:**

May 15, 2015

**CLOSING DATE:** Wednesday, July 1, 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*