

CITY OF MANCHESTER

HUMAN RESOURCES DEPARTMENT

ONE CITY HALL PLAZA

MANCHESTER, NH 03101

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HUMANRESOURCES@MANCHESTERNH.GOV



ADMINISTRATIVE SERVICES MANAGER

(Announcement Number R-03-16)

Grade 16

Starting Pay: \$19.20 per hour – plus comprehensive benefits package
40 hours per week - Monday through Friday

THE JOB:

Provides administrative support within the area of fiscal administration and related functions within the Fleet Department. Administers fiscal management functions within the Department, including overseeing expenditures and revenues, payroll processes, budget development and administration and related; performs directly related work as required.

MINIMUM

QUALIFICATIONS:

Bachelor's Degree in Public Administration, Business Administration or a closely related field and a minimum of 1 year experience in office management, financial administration and/or human resources operations; any equivalent combination of experience and training which provides the knowledge, skills and abilities necessary to perform the work.

NOTE: Offer of hire conditional on candidate's ability to complete 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 our website: www.manchesternh.gov/jobs or in person at the Human Resources Department 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:

February 1, 2016

CLOSING DATE: February 7, 2015

OFFICE HOURS:

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

**The City of Manchester is an
Equal Employment Opportunity Employer
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THIS DOCUMENT IS AVAILABLE IN ALTERNATE FORMATS UPON REQUEST