

CITY OF NEW HAVEN
DEPARTMENT OF HUMAN RESOURCES
200 ORANGE STREET, NEW HAVEN, CT 06510
www.cityofnewhaven.com

POSTED: APRIL 17, 2017
REMOVAL DATE: APRIL 28, 2017

POSITION: SUPERVISOR OF MANAGEMENT SERVICES
(M-5447) (TESTED)
DEPARTMENT: POLICE SERVICES
SALARY: (RANGE 11:) MINIMUM: \$65,497 ANNUALIZED
HOURS: 35 HOURS PER WEEK
FUNDING: GENERAL FUNDS

NATURE OF WORK:

This is highly responsible administrative and supervisory work in planning, development, operating and coordination of a variety of administrative activities within the Police/Fire Service Department. Work involves analysis and supervision of work in the areas of purchasing, inventory control, budget methods for improving overall operations, and initiates appropriate action. Work is performed under the general supervision of the department unit commander/chief and is reviewed through conferences, reports, and evaluation of results.

MINIMUM REQUIREMENTS:

Graduation from a four-year college or university with a bachelor's degree in Business Administration or a related field; and five to ten years of experience in the areas of administration, budget control and finance, purchasing, and supervision in a comparable size public or private organization, or any equivalent combination of training and experience which provides the following knowledge, abilities and skills as stated in the job description, including but not limited to: Considerable knowledge of the principles and practices of public administration and budgetary control. Considerable knowledge of accounting principles, practices, and procedures. Considerable knowledge of the principles and practices of modern governmental and industrial purchasing procedures and inventory control. Considerable knowledge of all types of commodities and market conditions related to procurement function of the department. Ability to organize and present ideas effectively. Ability in written and oral expression. Ability to analyze budgetary problems and recommend effective solutions. Ability to exercise judgment in applying and interpreting policies and procedures. Skill in interpreting laws that pertain to municipal fiscal procedures.

This position is included in a collective bargaining agreement with Local 3144, American Federation of State, County and Municipal Employees. As a condition of continued employment, a person appointed to a Local 3144 bargaining unit position will be required to obtain union membership at the completion of 90 working days.

Employment is contingent upon the successful completion of: (1) a background check, (2) a physical examination, including drug screening, and (3) a 90-day probationary period.

Applications and job description may be picked up at the Department of Human Resources at 200 Orange St., 1ST Floor, Monday through Friday, 9 A.M. to 5 P.M. Applications and/or resumes must be received by the Department of Human Resources, **No Later Than 5 P.M. on REMOVAL DATE.**

Please note that our preferred method of communication with applicants is by email. In the application process, please provide us with a valid email address, and ensure that you monitor your email for correspondence from our department.

AN EQUAL OPPORTUNITY EMPLOYER M/F/D

Immigration Reform and Control Act of 1986 require the hiring of only American Citizens and aliens who are authorized to work in the United States. Please post this announcement in a conspicuous area on the Department Bulletin Board.