State of Connecticut
JOB POSTING

DEPARTMENT OF MENTAL HEALTH AND ADDICTION SERVICES

JOB OPPORTUNITY
EXECUTIVE ASSISTANT
(DIRECTOR OF RECOVERY COMMUNITY AFFAIRS)
Office of the Commissioner

PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE

Open To:	Public		
Location:	410 Capitol Avenue, Hartford, CT		
Job Posting No:	OC106523		
Hours:	Monday - Friday, 8:00 a.m. – 4:30 p.m., Full time, 40 hours per week (Some evenings and weekend work required)		
Salary Range:	$77,923.00 to $106,240.00		
Posting Date:	November 8, 2013	**Closing Date:**	November 18, 2013

This position will be appointed by the Commissioner and is an unclassified Executive Assistant appointment.

Duties include: The selected incumbent will report directly to the Commissioner as well as serve as a member of the Commissioner's Executive Team. This position is responsible for representing the Commissioner's office by maintaining a group of stakeholders to advocate for Mental Health and Substance Abuse issues at various department functions and statewide meetings. The position will participate in strategic planning initiatives and play a significant role in guiding policy decisions to promote a person and family-centered recovery-oriented system of care. Additionally, the individual will provide leadership in establishing or enhancing peer-based recovery support functions in state-operated and state-funded agencies. This position will require travel throughout the State of Connecticut and may require attending functions during the evening.

Special Requirements: A Bachelor's Degree and at least 7 years work experience in the field of Behavioral Health.

Desired Qualifications:

- Significant experience working within the recovery community and expertise with the issues facing individuals and families in recovery.
- Demonstrated ability to develop and deliver exceptional presentations and communication initiatives in writing.
- Experience developing and analyzing public policy and the ability to clearly communicate impacts to key stakeholders.
- Proven ability to assess issues in a community and to develop strategic goals to address current and future concerns.

Individuals in recovery are encouraged to apply.

Application Instructions: Interested and qualified candidates should submit the State of Connecticut Application for Examination and Employment (CT-HR-12). Please include the position number found at the bottom of Page One of the State of Connecticut Application (CT-HR-12) along with a resume, cover letter and a list of three (3) professional references no later than **NOVEMBER 18, 2013.**

PLEASE SEND APPLICATIONS TO:

DMHAS/Office of the Commissioner
Human Resources 4th Floor
410 Capitol Avenue,
Hartford, CT 06106
Fax: (860) 418-6787
Harlynn.jackson@ct.gov

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, and persons with disabilities. (Managerial)