

**OFFICE OF GOVERNMENTAL ACCOUNTABILITY
JOB OPPORTUNITY
EXECUTIVE ADMINISTRATOR**

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

Open To: The Public
Location: Hartford, CT
Hours: 40 hours per week
Salary: EX 03: \$95,463 - \$145,684 per annum
Closing Date: July 15, 2011

The State of Connecticut is seeking an Executive Administrator of the newly created Office of Governmental Accountability. This agency is the result of the merging of the Office of State Ethics, State Elections Enforcement Commission, Freedom of Information Commission, Judicial Review Council, Judicial Selection Commission, Firearms Permit Examiners, Office of the Child Advocate, Office of the Victim Advocate and State Contracting Standards Board.

This position will serve as the administrative head of the Office of Governmental Accountability, offering the Executive Administrator a unique opportunity to design and implement comprehensive plans and unified systems for the delivery of administrative and business office functions, personnel, and payroll, affirmative action and information technology services associated with the missions of the independent divisions. Additional responsibilities include collaboration with the Executive Directors and/or Division Directors in the preparation and delivery of required reports to the CT General Assembly and legislative recommendations for ongoing appropriations, budgets, merger status, and continued efficiencies.

General Experience: This position requires past experience managing administrative areas of personnel, payroll, administrative and business office, affirmative action and information technology.

Experience in an agency or business start up, reorganization or consolidation or successful merging of business functions is preferred. Previous experience and measurable outcomes in consensus building, managerial decision making, tools and methods for problem solving are desired.

Application Instructions: If you are interested and have the skills and past experience required for success in this position, send a cover letter, resume and State of Connecticut Application Form ([CT-HR-12](#)) to:

Patsy McLaughlin, Manager of Recruitment

Fax: (860) 622-2907

Special.Recruitment@CT.Gov

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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.