

DEPARTMENT OF ECONOMIC & COMMUNITY DEVELOPMENT
JOB OPPORTUNITY
DIRECTOR OF ADMINISTRATION
Office of the Commissioner

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

Open To: Open to the public (**please see the section below labeled eligibility/application requirements**)

Location: 505 HUDSON STREET, HARTFORD, CT

Job Posting No: 110866

Hours: M-F, 40 hours per week

Salary: \$114,238 - \$155,767 (MP 72)

Closing Date: April 23, 2015 (see exam announcement for details)

Exam Link: http://das.ct.gov/HRDocs/JobExams/Director_of_Administration.pdf

The Department of Economic & Community Development is the state's lead agency responsible for strengthening Connecticut's competitive position in the rapidly-changing, knowledge-based global economy. The agency takes a comprehensive approach to economic development that incorporates community development, transportation, education and arts and culture. DECD not only helps businesses grow and succeed, it revitalizes communities and neighborhoods, and promotes tourist attractions, the arts, and historic preservation. How does DECD do it?

- It supports existing businesses and attracts new businesses and jobs with a wide range of programs and services to help companies prosper;
- Promotes Connecticut industries and businesses here at home, throughout the country, and across the globe;
- Strengthens Connecticut's communities by providing funding and technical support for local community and economic development projects;
- Works to make tourism a leading economic contributor and a source of pride for Connecticut;
- Develops and strengthens the arts in Connecticut and making artistic experiences widely available to residents and visitors; and
- Helps to eliminate brownfield properties by promoting smart growth principles, strengthening public-private partnerships, and providing a one-stop resource for expertise.

DECD is looking for an energetic/dynamic leader to oversee the day-to-day back-office operation of the agency in support of the Office of the Commissioner.

Examples of Duties: Reporting to the Commissioner; this individual is responsible for the day-to-day back-office operations of the agency including, but not limited to the following activities: oversight of the Office of Financial Administration, the IT team, and the Legal Division. In partnership with the Department of Administrative Services/SmART Unit, oversees the human resource, payroll and affirmative action functions of the agency and manages the agency's LEAN efforts. Develops comprehensive long and short range plans and strategies which support agency mission and goals; assists, participates and makes recommendations in review and formation of agency policy, program priorities, funding, legislation and regulations; implements agency policy; defines needs and develops conceptual and budgetary plans; controls fiscal operations by determining priorities for expenditure of financial and related resources; develops programs, strategies and policies consistent with agency policy; designs and implements an integrated comprehensive approach to assessing and controlling business risks to agency; establishes process to identify long and short term risks to agency and directs necessary actions to mitigate and manage them; responds to inquiries from the public, state and local officials concerning services and/or impact on policy or program activity; may solicit, negotiate, administer and manage funds to support and/or develop programs or projects; may develop, coordinate and control management information systems and operations on an agency wide basis; performs related duties as required.

Knowledge, Skills and Abilities: Considerable knowledge of and ability to apply management principles and techniques; considerable knowledge of relevant agency policies and procedures; considerable interpersonal skills; considerable oral and written communication skills; considerable analytical skills; considerable ability to organize and direct complex operating units and associated functions; considerable ability to formulate and interpret agency policy, legislation and regulations; considerable ability to use technology to streamline operations and provide better, more efficient and cost-effective services and products; ability to design and implement new and revised systems and services that are consolidated, integrated, user friendly and efficient.

General Experience: Ten (10) years of professional experience in business or public administration.

Special Experience: Three (3) years of the General Experience must have been in a managerial capacity primarily responsible for strategic business planning, organizational development, management analysis, process improvement or the application of technical solutions to advance business initiatives for a major statewide program or organization.

Substitution Allowed:

1. College training may be substituted for the General Experience on the basis of fifteen (15) semester hours equaling one-half (1/2) year of experience to a maximum of four (4) years for a Bachelor's degree.

2. A Master's degree in business administration, public administration or a related field may be substituted for one (1) additional year of the General Experience.

Preferred Skills: In addition to the above, the preferred candidate will have demonstrated management/leadership skills that indicate the ability to set priorities; be able to delegate, motivate and develop staff; have proven critical thinking and communication skills as well as direct experience developing and managing a sound budget and formulate forecasts.

Eligibility/Application Requirements if you are interested in being considered for this position, you must apply for and receive a passing score on the Department of Administrative Services examination. The examination can be found on the Department of Administrative Services website at http://das.ct.gov/HRDocs/JobExams/Director_of_Administration.pdf This examination is an experience and training examination requiring applicants to submit to DAS a completed application form (CT-HR 12) and the required experience and training examination materials. The closing date to apply for the examination is April 23, 2015. Please refer to the examination announcement for the examination instructions as well as other important information.

Note: The filling of this position will be in accordance with reemployment, SEBAC, transfer, promotion and merit employment rules, if applicable.

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.