State of Connecticut
JOB POSTING

DEPARTMENT OF ADMINISTRATIVE SERVICES
BUREAU OF PROPERTIES AND FACILITIES MANAGEMENT
JOB OPPORTUNITY
PROPERTY MANAGEMENT LIAISON

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

Open To: **Department of Administrative Services Employees on a current examination list**

Location: 165 Capitol Ave., Hartford, CT 06106

Job Posting No: **00100316TJG**

Hours: 40 per week/Daytime hours

Salary: AR-24
Step 1 $2,433.03 biweekly / $63,502.00 annual
Step 9 $3,142.61 biweekly / $82,022.00 annual

Closing Date: March 30, 2012 close of business

Eligibility Requirement: Candidates must have applied for and passed the Property Management Liaison exam and be on the current certification list promulgated by the Department of Administrative Services for this classification. DAS employees currently holding the above title or those who have previously attained permanent status may apply for lateral transfer. Applicants will not have the opportunity to take the exam prior to the above closing date to qualify for this particular vacancy.

Knowledge, Skills and Abilities: Knowledge of relevant agency policies and procedures; knowledge of relevant state and federal laws, statutes and regulations; knowledge of state of the art security, building operations and maintenance procedures and techniques; knowledge of energy conservation methods and techniques; knowledge of tenant agency requirements; knowledge of contract administration; knowledge of budget preparation and control; some knowledge of trades including building, custodial and grounds; considerable interpersonal skills; oral and written communication skills; ability to prepare and analyze financial documents and reports; some supervisory ability.

General Experience: Seven (7) years of experience in general business management, property management or business contract administration.

Special Experience: One (1) year of the General Experience must have been in property management.

Preferred Criteria: The preferred candidate will have excellent oral and written communications skills.

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

Application Instructions: Interested and qualified candidates who meet the above requirements should submit a cover letter, a resume, and a CT-HR-12 Application for Employment *via U.S. Mail or Fax* to:

Timothy J. Geary
Dept. of Administrative Services
165 Capitol Ave., 5th Floor East
Hartford, CT 06106
FAX - (860) 622-4922
Tel. – (860) 713-5307
Timothy.Geary@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.