



EXAMINATION OPEN TO THE PUBLIC

**TRANSPORTATION DIRECTOR OF CONCESSIONS
OPERATIONS AND REVENUE**

ANNUAL \$78,672 SALARY APPLICATION CLOSING EXAM
SALARY: \$100,917 GROUP: MP 64 DATE: MAY 22, 2012 NO: 120910OCJR

SPECIAL APPLICATION AND EXAMINATION INSTRUCTIONS APPEAR BELOW

PURPOSE OF CLASS: In the Department of Transportation this class is accountable for directing concessions revenue producing operations.

MINIMUM QUALIFICATIONS REQUIRED

IN ORDER TO BE CONSIDERED FOR ADMITTANCE INTO THIS EXAMINATION, YOU MUST INDICATE ON YOUR APPLICATION THAT YOU HAVE THE FOLLOWING EXPERIENCE AND TRAINING BY **MAY 22, 2012**:

GENERAL EXPERIENCE: Eight years of experience in real estate and/or business management in a large business or governmental organization having responsibility for real estate or leasing transactions. Experience must include responsibility for coordinating the development of new business interests and for negotiating concession leases.

SPECIAL EXPERIENCE: Two years of the General Experience must have been in a supervisory capacity responsible for negotiating and monitoring real estate or concessions agreements or contracts.

SUBSTITUTION ALLOWED: College training may be substituted for the General Experience on the basis of fifteen semester hours equaling one-half year of experience to a maximum of four years for a Bachelor's degree.

KNOWLEDGE, SKILLS AND ABILITIES: Considerable knowledge of principles and practices of modern business management and real property management; knowledge of and ability to apply relevant state and federal laws, statutes and regulations; considerable interpersonal skills; considerable oral and written communication skills; considerable skill and ability in negotiating, interpreting and administering business contracts.

THE EXAMINATION WILL BE COMPOSED OF:

<u>PART</u>	<u>WEIGHT</u>
EXPERIENCE AND TRAINING	100%

APPLICATION/EXAMINATION PROCEDURE

**APPLICANTS MUST SUBMIT: (1) Completed Application Form (CT-HR-12)
(2) Supplemental Examination Materials (see instructions below)**

In order to be considered for admittance into this examination, you must complete all parts of the examination application (CT-HR-12) detailing how you meet the minimum experience and training requirements stated above AND complete the required examination materials as detailed below. Applicants who do not submit the required application and examination supplemental materials by the closing date will not be admitted into the examination and will not have the right to appeal this decision. Resumes and/or vitas will not substitute for the required application form or for the required examination materials.

EXAMINATION INSTRUCTIONS: Section 1. For each job (maximum of three) which you feel has best prepared you for the job of Transportation Director of Concessions Operations and Revenue include a 1-2 page (typed or printed) description detailing your duties and responsibilities. (Applicants serving provisionally or temporarily in the title of Transportation Director of Concessions Operations and Revenue cannot include this as one of the three jobs.) Each job description should begin on a separate page and begin with your job title, company name and location, dates of employment, and number of hours worked per week. This should be followed by a description of your duties and responsibilities organized and formatted around the numbered items that follow. **(1)** Experience supervising or managing real estate and/or a retail business or revenue-producing governmental programs having responsibility for real estate or leasing transactions. Include any experience involving retail, restaurant or gasoline operations. Please be specific in describing the number and job titles of individuals directly reporting to you; your involvement in scheduling work, staff training, conducting performance evaluations, and administering disciplinary or corrective action, when necessary. Also, detail your experience in the following areas: coordinating the development of new business interests, researching and interpreting statutes and regulations, overseeing or coordinating construction or maintenance related to facility operations, and the development, administration or review of budgets (include dollar amounts). **(2)** Experience negotiating, interpreting, and administering real estate, lease and concession agreements or contracts. Describe experience negotiating, interpreting, monitoring, and enforcing real estate or concession agreements/contracts/leases, managing concessions or other commercial properties, monitoring lessee compliance with contract provisions, development and contract enforcement of owned and leased revenue producing facilities, and performance monitoring. Include any experience with concession agreements or contracts for retail, restaurant or gasoline operations and any experience overseeing a contract compliance inspection program. **(3)** Written and interpersonal/oral communications experience. Describe your experience preparing and interpreting comprehensive leases for buildings, properties and equipment; requests for proposals and contractual agreements for the operation of facilities; revenue reports; analyses; and projections. Also, describe your experience with others that you feel demonstrates your oral/interpersonal skills. Include experience making presentations, investigating public complaints, and negotiating resolutions to tenant problems. **Section 2.** On a separate page, include a list of degrees, certifications, licenses and courses that you have completed which have prepared you for the job. **Important Notes: (1)** Make certain both your application form and your examination materials are complete and separate documents not referencing the other, as your application form and supplemental examination materials may be separated during the scoring process. **(2)** Examination materials should be clearly marked as such and each page should contain the examination title, exam number and your social security number (do not include your name). **(3)** Do not include materials other than those requested above. **(4) Your examination will only be scored if you meet the minimum experience and training requirements outlined above and your CT-HR-12 and supplemental examination materials are date stamped by DAS/Human Resources or postmarked by May 22, 2012. (5) Mail applications/examination materials to DAS/Human Resources, Room 404, State Office Building, 165 Capitol Avenue, Hartford, Connecticut 06106-1658 (Secure Fax #860-622-2910).** If faxing materials make certain that your application form is complete and transmitted correctly and without error. Keep a copy of your completed application/examination package and the fax transmittal receipt for your records. Incomplete faxes or faxes received blank because pages were faxed upside down will not be accepted. **(6)** Due to the large number of applications received, we cannot confirm receipt of applications. **(7) Examination scores will be mailed by July 13, 2012. (8) A separate application/examination package must be submitted for each exam you are applying for.**

FORMS: Application forms (CT-HR-12) and exam announcements are available from the Department of Administrative Services (<http://das.ct.gov/employment>) and at the Offices of the Connecticut State Job Centers.

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, persons with disabilities, and military veterans.