

Connecticut General Assembly
JOB OPPORTUNITY
Executive Director
Office of Legislative Management

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

Open To: The Public
Location: Legislative Office Building, Hartford, CT
Hours: 40
Salary:
Closing Date: June 29, 2012

General Knowledge:

The Connecticut General Assembly seeks a dynamic, results oriented, nonpartisan leader to implement policy decisions of the Joint Committee on Legislative Management (JCLM). Responsible for managing the legislature's financial, contractual, and personnel operations; overseeing the nonpartisan staff offices and supervising office directors; acting as spokesperson about operational activities for JCLM and the news media; serving as the chief administrative officer of the General Assembly; and overseeing the maintenance and security of the Capitol, Old State House, and Legislative Office Buildings.

Preferred Skills and Ability:

The successful candidate will have considerable experience in a high level management position, preferably in a state legislature; good knowledge and understanding of state government and the legislative process; ability to work closely with legislators of both political parties; outstanding written and verbal communication skills; a commitment to customer service and teamwork; the ability to function in a fast paced environment; and ability to oversee and coordinate the activities of a large organization.

Eligibility Requirement

Minimum requirements include an advanced degree plus eight (8) years professional management experience in public administration, government affairs, or a related field.

Competitive salary with a fringe benefit package.

Application Instructions:

Please forward a cover letter and resume, including your salary history, postmarked at least by June 29, 2012, to Search Committee, Joint Committee on Legislative Management, Legislative Office Building, Room 5100, Hartford, CT 06106. We are an Equal Opportunity Employer.

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.