

**TOWN OF GROTON
NOTICE OF JOB OPENING**

POSITION: Assistant Director Public Works - Operations
Full-time, Non-union position, 40 hours/week

SALARY RANGE: \$85,753 - \$98,616

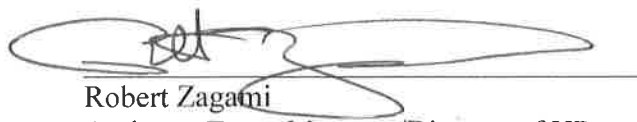
REQUIRED QUALIFICATIONS: The skills and knowledge required would usually be acquired with a Master's Degree with a minimum of eight years experience related to the management of Public Works operations, including a minimum of four years supervisory/administrative experience or a Bachelor's Degree in Engineering or Business, with a minimum of ten years experience related to the management of in Public Works operations, including four years of supervisory/administrative experience. A combination of education and experience that demonstrates the ability to perform the responsibilities of this position may be considered in lieu of stated education and experience requirements. Requires strong skills in word processing, spreadsheets, data base management and knowledge of management information systems. Experience managing in a union environment preferred. Requires knowledge of budgeting, contract and financial management and demonstrated project management skills.

REQUIRED CERTS/LICENSES: Valid Motor Vehicle Operator's License.

Individuals with disabilities who will need reasonable accommodation to complete the selection process should inform the Human Resources Office on or before the application deadline. Documentation supporting the need for this accommodation may be required.

SELECTION PROCEDURE: Review of applications/resumes with best qualified candidates eligible for oral interview.

APPLICATION PROCEDURE: Applications are available at the Human Resources Office, Groton Town Hall, 45 Fort Hill Road, Groton, CT 06340 or www.groton-ct.gov . Applications must be returned to the Human Resources Office on or before **June 21, 2019.**


Robert Zagami
Assistant Town Manager/Director of HR

*** The Town of Groton is an Equal Opportunity Employer ***