



## **ADMINISTRATIVE SERVICES MANAGER**

The City of Lebanon, NH seeks a highly motivated, detail-orientated professional to serve as Administrative Services Manager for the Public Works Department. Responsibilities include but are not limited to: procurement of all goods and services for the department; maintenance and monitoring of accounting transactions; involved in the coordination of public works activities; performance of a wide variety of administrative functions in support of the Director of Public Works; review and/or development of bid specifications and contract documents for major goods and services purchases; processing for all accounts receivables and receipts for the department; processing of departmental payroll; coordinating and supervising the activities of subordinate administrative staff; and responding to emergency situations as necessary. Incumbent provides supervision for one full time and one part time employee, who works from the same location and works under the general supervision of the Director of Public Works.

### **Education and Experience**

Associate's Degree in business management or accounting plus five (5) years supervisory experience in an office setting to include a minimum of three years experience in a municipal setting and/or responsible business environment reflecting three years of progressive supervisory or managerial experience demonstrating both his/her technical and supervisory skills which demonstrate the above qualifications. A combination of experience and education demonstrating the above required skills and abilities will be considered.

This position is affiliated with the Lebanon Professional Administrative & Salaried/Teamsters 633 bargaining unit.

### **Benefits and Salary Range**

The city offers generous benefits and the annual salary range is \$51,800 to \$69,922 BOQ.

Interested individuals should send a letter of intent; resume and City of Lebanon application to: Mitzi Baron, HR Director, City of Lebanon, 51 North Park Street, Lebanon, NH 03766. Visit [www.lebcity.com](http://www.lebcity.com) for a full job description and application. Resumes will be accepted until position is filled.

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