



POSITION ANNOUNCEMENT

EXECUTIVE DIRECTOR Manchester Police Activities League

37.5 hours per week - \$40,000 - \$45,000

Position offers a flexible schedule with paid time off, no benefits

CLOSING DATE: Tuesday, February 16, 2010
(Applications with resumes must be received by 4:30 p.m.)

SUMMARY OF POSITION: Under the direction of the Board of Directors, the Executive Director leads and directs the Manchester Police Activities League by endorsing the organization's purpose and mission. Works to identify and enhance the goals and objectives. Provides staff liaison to the Board of Directors, performs various administrative duties, including preparation of documents, oversight of various financial records. Provides leadership for outreach and community awareness. Responsible for grants procurement, fundraising and management of funds relating to the Manchester Police Activities League efforts.

ESSENTIAL FUNCTIONS: Implement the Police Activities League (P.A.L.) policies as determined by the Board. Represent the Police Activities League in dealings with the Manchester Police Department, with the citizens, political figures, businesses and community organizations of Manchester, area Towns and the State of Connecticut. Administer the business operations of P.A.L. including but not limited to direct supervision of other paid staff employed by the P.A.L. Coordinate programs established by the Board and direct the activities of volunteers in support of those programs. Raise funds including but not limited to through grant writing. Communicate with the Board regarding performance of these responsibilities and the operation of the P.A.L. by attending its meetings and the meetings of its committees as directed by the Board.

REQUIREMENTS: Bachelor's degree in Business Administration or related field plus experience with grantsmanship, fundraising, youth programs or suitable experience may be substituted for educational attainment if deemed appropriate by the Executive Board.

EXAMINATION WILL CONSIST OF:

<u>Parts</u>	<u>Weight</u>	<u>Passing Score</u>
Oral Panel Examination	100%	70%

The examination will consist of an evaluation of training and experience as indicated on the application. Based on these ratings, the most qualified will be invited to participate in the oral panel examination. All parts of the examination including ratings and oral panel examination will be related to the requirements and duties of the position.

The recruitment for this position is a collaborative effort with the Town of Manchester and the Manchester Police Activities League. Applications are available in the Town of Manchester, Human Resources Department, 41 Center Street, P.O. Box 191, Manchester, CT 06045-0191 or by calling the Recruitment Information Line (860) 647-3170 or visit our website at: <http://hr.ci.manchester.ct.us/>. Applications must be received in the Human Resources Department by 4:30 p.m. or must be postmarked by Tuesday, February 16, 2010. No faxed or emailed resumes and/or applications will be accepted.

Manchester Police Activities League shall not discriminate on the basis of race, color, creed, age, sex, national origin, physical disability or sexual orientation. Reasonable accommodations to persons with disabilities in accordance with the Americans with Disabilities Act (ADA) are available upon request. If you need an accommodation in the application or testing process, please contact the Human Resources Department.

The above posting is intended as a guide for personnel actions and must not be taken as a complete description of the position or the process.

The recruitment for this position is a collaborative effort with the Town of Manchester and the Manchester Police Activities League. This position is funded by Manchester P.A.L. and employed by Manchester P.A.L. and is not a position of employment with the Town of Manchester.