

# **HELP WANTED: City of New Bedford is hiring for an Administrative Manager**

**PAY: \$53,476 – \$66,850**

Performs complex administrative, technical, and supervisory duties. Implements, assists, and supports the department with administrative systems and procedures. Provides support directly to supervisor when assigned and serves as the liaison between lower and upper level staff. Responsible for the completion of varying duties including financial reports, correspondence, and other operational office procedures. Prepares and manages weekly, monthly, and yearly administrative financial matters as necessary. Tracks ongoing financial performance and prepares administrative financial reports and documentation in support of ongoing projects.

Two years of college-level coursework or an Associate's Degree in Business Management, Public Administration, Human Resources, or a closely related subject. Three years of administrative, professional, or supervisory work or experience in a closely related field. Massachusetts Certified Public Procurement Official (MCPPO) certification preferred within the first year of employment. Mandatory CORI (Criminal Offender Record Investigation) background check per City Council Ordinance effective May 14, 2013.

For application/complete job description, please visit [www.newbedford-ma.gov](http://www.newbedford-ma.gov) or contact the Personnel Dept., 133 William St., Room 212, 508-979-1444. Applications will be accepted until a suitable candidate is found. New Bedford has a residency requirement. EEO