

JOB ANNOUNCEMENT

THIS POSITION RECRUITMENT IS OPEN TO CURRENT PERMANENT STATE EMPLOYEES

ADMINISTRATIVE PROGRAM MANAGER IV

SALARY: Grade 22 (\$60,290-\$96,808)

The Maryland Commission on Civil Rights (MCCR) is recruiting for an Assistant Director. The position is in the State Management Service and the incumbent serves at the pleasure of the Appointing Authority. The position is responsible for the overall direction and management of the agency's Administrative and Support Services Department, which includes: budget and fiscal accounting and management; federal funds and grants administration; human resources management; payroll; procurement and contract management; central services which includes health, safety, and facilities management; mailroom and agency mail services; and IT services.

The position exercises broad delegated authority from the agency's Executive Director to oversee and ensure the successful delivery of the above services and operation of the department's programs and responsibilities under Federal and State statutes, regulations, policies and guidelines

MINIMUM EDUCATION AND EXPERIENCE REQUIREMENTS

EDUCATION: Possession of at least a bachelor's degree from an accredited four year college or university in accounting, business or public administration, or a generically related degree.

EXPERIENCE: At least Five years working with and adhering to the requirements of State control agencies, State legislatures, State budgets and financial operations, and the ability to effectively supervise staff and resources.

Closing Date: June 8, 2012

HOW TO APPLY: Submit a MS 100 form (State Application) and resume to:
Isora Cook, Human Resources
Maryland Commission on Civil Rights
6 St. Paul Street, Suite 900
Baltimore, Maryland 21202-1631