



New Orleans Civil Service

AN EQUAL OPPORTUNITY EMPLOYER

OFFICIAL CLASS TITLE

ENTRANCE SALARY: \$60,859 PER YEAR

MANAGEMENT DEVELOPMENT ADMINISTRATOR
(HOUSING-ADMINISTRATIVE SUPPORT)
(CLASS CODE 0367)

FINAL DATE FOR FILING APPLICATIONS: Applications will be accepted until this announcement is withdrawn.

KIND OF WORK:

Administrative and supervisory work assisting the Director of the Office of Administrative Support in managing the direction and coordination of departmental administrative support functions including its fiscal and information systems and preparing and monitoring operating and other budgets. Supervision is exercised over lower level managers which include professional, technical and clerical staff. Work includes establishing and monitoring management controls for administrative, program and fiscal processes of assigned functions and acting as the Director of Administrative Support in his absence; and related work as required.

MINIMUM QUALIFICATION REQUIREMENTS:

A Bachelor's Degree in accounting or a Bachelor's Degree in another field with at least twenty-four (24) semester hours of accounting from an accredited college or university. **Original college diploma or official college transcript must be presented within two (2) weeks of filing an application.**

AND Five (5) years of responsible experience in administering federal, state, and/or municipal grants. This experience must have included three (3) years in a position at the level of Management Development Analyst II (pay grade 59) or higher.

Note: Candidates must have two (2) years of supervisory experience in a highly responsible professional position comparable to Management Development Analyst II.

Note: Related experience at pay grade 59 or higher or comparable experience may be substituted for the Bachelor's Degree on a year for year basis (one year of experience to equal one year of college). A Master's Degree may be substituted for two years of experience, but not for the supervisory experience.

(SEE REVERSE SIDE FOR ADDITIONAL INFORMATION)

Announcement No. 8159
(Amended 04/04/08, 05/02/08, 05/30/08 and 11/01/08)

March 7, 2008

Note: A special Management Development Administrator (Housing-Administrative Support) work history form must be filled out and returned to Civil Service within two weeks of the final filing date.

KIND OF EXAMINATION:

A rating of training and experience, weighted 50% and an oral with a written component, weighted 50%. Credit will only be given for experience gained within the last ten (10) years.

In the event there are fewer than (4) qualified applicants, the examination will consist of a rating of training and experience, weighted 100%. In this event, credit will only be given for related experience gained within the last ten (10) years.

This is an original entrance examination.

THE CITY OF NEW ORLEANS IS AN EQUAL OPPORTUNITY EMPLOYER AND DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, RELIGION, NATIONAL ORIGIN, GENDER, AGE, PHYSICAL OR MENTAL DISABILITY, SEXUAL ORIENTATION, CREED, CULTURE, OR ANCESTRY. REQUESTS FOR ALTERNATE FORMAT OR ACCOMMODATIONS SHOULD BE DIRECTED TO DODDIE K. SMITH AT (504) 658-3516 OR TTY/VOICE AT (504) 658-2059 or 1-800-981-6652.