APPLICATION PERIOD: 4/5/13 - 4/12/13
TITLE OF POSITION: Administrative Officer
CLASSIFICATION CODE: 02591200
SALARY RANGE: 00124/$43,218 - $49,827 Annually
REFERENCE POSITION NO: 1733-50100-TBA
DIVISION: Forest Environment
Assignment(s)/Comments:
Shift and Days: Monday - Friday
Job Location: Providence
RESTRICTIONS/LIMITATIONS: None
Union Affiliation: Non-Union

DUTIES/RESPONSIBILITIES:
To provide direct administrative support to the Assistant Director by relieving such superior of complex administrative duties and responsibilities that are directly related to the broad spectrum of program responsibilities of the Natural Resources Bureau, including financial and personnel matters; will serve to coordinate administration of the State Urban & Community Forestry Program, including fiscal oversight, grants management, technical support, and outreach; and to do related work as required.

EDUCATION/EXPERIENCE/SPECIAL REQUIREMENTS:
(A complete specification describing duties of the position can be found at http://www.hr.ri.gov/classification/)
EDUCATION: Such as may have been gained through: graduation from a college of recognized standing; and EXPERIENCE: Such as may have been gained through: employment as a staff assistant to an agency head or as a technician in a staff service of a large organization involved in making administrative studies and analyses; OR: any combination of education and experience that shall be substantially equivalent to the above education and experience.
**V A C A N C Y  N O T I C E**

FOR OPPORTUNITIES IN RHODE ISLAND STATE GOVERNMENT

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### General Information to Candidate

**STATE EMPLOYEE LATERAL BIDDER:** Bids are now being accepted for the position(s) indicated. If you are currently in this classification and wish to bid, please complete fully the CS-14 Application Form; and RIEEO 378 Affirmative Action Card. Remember to include, either on the application or within a cover letter, both the File Position Title and Number.

**AMERICANS WITH DISABILITIES ACT (ADA) PROVISIONS:**

- **Reasonable Accommodations:**
  
  If an applicant is unable to perform any essential job functions because of his/her disability but can achieve the required results by means of a REASONABLE ACCOMMODATION, then the individual shall not be considered unqualified for therefore the position.

- **Medical Information:**
  
  Any medical exams required for this position will be performed after a conditional offer of employment has been made in accordance with the Rules/Regulations of the Americans with Disabilities Act (ADA).

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### Duties / Responsibilities:

To provide direct administrative support to the Assistant Director by relieving such superior of complex administrative duties and responsibilities that are directly related to the broad spectrum of program responsibilities of the Natural Resources Bureau, including financial and personnel matters; will serve to coordinate administration of the State Urban & Community Forestry Program, including fiscal oversight, grants management, technical support, and outreach; and to do related work as required.

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### Education / Experience / Special Requirements:

(A complete specification describing duties of the position can be found at [http://www.hr.gov/classifications/descriptions/jobspecs.php](http://www.hr.gov/classifications/descriptions/jobspecs.php))

**Education:** Such as may have been gained through: graduation from a college of recognized standing; and **Experience:** Such as may have been gained through: employment as a staff assistant to an agency head or as a technician in a staff service of a large organization involved in making administrative studies and analyses. OR, any combination of education and experience that shall be substantially equivalent to the above education and experience.

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### Where to Apply:

Apply within the application period as shown on this announcement. NOTE: Some State union contracts allow a 3 day grace period for receipt of CS-14 application or bid. This Office does not assume responsibility for applications sent through the mail.

SEND RESUME or CS-14 Application to:

RIDEM/DOT Human Resources Service Center
235 Promenade Street, Room 350
Providence, RI 02908

Telephone #: 222-2774
Fax #: 711
TTY/TDD #: (Telecommunication Device for the Deaf)

STATE OF RHODE ISLAND IS AN EQUAL OPPORTUNITY/DIVERSITY EMPLOYER