

TOWN OF NORTH HAVEN PERSONNEL REQUISITION

To Requisitioner: The Civil Rights Act of 1964 prohibits discrimination in employment because of race, color, creed, religion, sex or national origin. Federal law also prohibits other types of discrimination such as age. The laws of most states also prohibit some or all of the above types of discrimination as well as some additional types such as discrimination based upon ancestry, marital status or physical or mental handicap or disability. Any expressions of limitations in these areas expressed in this requisition should be warranted by a bona fide occupational or legally permissible reason.

Date Posted: December 3, 2015

Closing Date: When filled.

FROM: COMMUNITY SERVICES/RECREATION

DEPARTMENT: COMMUNITY SERVICES

I. DESCRIPTION OF NEED

DATE NEEDED	NUMBER OF EMPLOYEES	JOB TITLE	JOB CLASSIFICATION NUMBER	HIRING SALARY RANGE	JOB SALARY RANGE
ASAP	1	Director	Grant	\$38,500	\$38,500

PERMANENT: TEMPORARY: If Temporary, for how long? WHICH SHIFT? **DAYS**

FULL TIME: HOURS: **35 HRS/WEEK** PART TIME If part time, what hours or days?

II. REASON FOR NEED

REPLACEMENT: Yes No

ADDITION: Yes No If yes, state funding.

If yes, person(s) to be replaced. **L. MONTANO**

III. REQUIREMENTS

EDUCATION: GRADE SCHOOL

HIGH SCHOOL

COLLEGE

COMMERCIAL OTHER

EXPERIENCE:

Considerable ability in oral and written communications.

Considerable ability to establish and maintain effective working relationships with supervisors, associates, subordinates, officials, other agencies and the general public.

Considerable ability to plan and implement age appropriate activities for day care.

Considerable knowledge of child development, and the developmental needs of children.

Considerable knowledge of all aspects of CACFP

Bachelor's degree in Early Childhood Education or Child Development and previous experience working with children in a daycare setting and/or Director's Credential or ability to obtain the same within two years.

APPROVED BY: _____SEL

_____DCS-R