

### **Manager of Administration – Office of the General Assembly**

The Office of the General Assembly seeks a Manager of Administration for the Office of the General Assembly to provide administrative leadership within the Office of the General Assembly in the areas of human resources, financial management and policy. The successful candidate will have significant administrative leadership experience in office operations, budget development, and personnel administration. Skills in problem solving, team building and interpersonal relations are beneficial. This position is full-time. This job reports to the Stated Clerk of the General Assembly and pays a salary of \$53,000.00 - \$68,000.00 per year, plus benefits. Relocation is provided and travel is required occasionally.

The application deadline is July 1, 2015.

Contact Bobbie Montgomery, email: [bobbie.montgomery@pcusa.org](mailto:bobbie.montgomery@pcusa.org), Office of the General Assembly, 100 Witherspoon St., Louisville, KY 40202