



NHGFOA

NEW HAMPSHIRE GOVERNMENT FINANCE OFFICERS ASSOCIATION ADMINISTRATIVE POLICY

SUBJECT: JOB POSTING POLICY

I. **STATEMENT** - This procedure covers the guidelines for posting Municipal Employment opportunities on the NHGFOA website.

II. **DEFINITIONS**

Municipal Employment Opportunities – These are opportunities for employment in the Finance, Accounting and Administrator/Manager fields within a City, Town or County in the State of New Hampshire. Job openings for financial type positions within the State government may also be advertised on the NHGFOA Website.

III. **PROCEDURE**

A. **Submission of Employment Openings**

1. All positions that are to be advertised on the NHGFOA website must be submitted electronically to the NHGFOA website contact person. All openings must be submitted by an authorized official of the community or organization, typically the manager, finance director or top human resources official.
All submissions must be in electronic format and include the official job title, a brief description of the position and required qualifications, a contact person, address, telephone number and e-mail address.
2. Once a submission has been electronically received and acknowledged by the NHGFOA, it will be posted to the website within 5 business days and will remain posted on the website until the closing date, if available, or 45 days. In any event, a position will not remain on the website for longer than 90 days. If after 90 days the position is still open and the submitting organization wishes to continue with advertising the posting on the NHGFOA website, a new request and submission must be made.

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- B. Removal – All submissions will be removed from the NHGFOA website no later than 90 days after the date of original posting.
 - C. Disclaimer - The NHGFOA will allow job postings to its website as a courtesy to its membership and will not accept any liability for any mistakes on the posting or misrepresentations of the employment opportunity.
- IV. COMMENTS - The NHGFOA is committed to helping its membership and others in the municipal finance community fill open positions as quickly as possible through this web posting opportunity.

It is the intent of the NHGFOA to review this policy annually and update as necessary.

Adopted February 5, 2009

Amended September 1, 2011, April 5, 2012