



STATE OF CONNECTICUT



DEPARTMENT OF EDUCATION

JOB OPPORTUNITY

FINANCE AND INTERNAL OPERATIONS OFFICE CHIEF FINANCIAL OFFICER

PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS ON THE LAST PAGE

Open to: The Public
Location: 165 Capitol Avenue, Hartford, CT 06106
Hours: 8:00 A.M. – 5:00 P.M.
Position/File: 58010/828
Salary Range: \$124,760 - \$170,116
Closing Date: March 21, 2014

The Connecticut State Department of Education (CSDE) is currently recruiting for a Chief Financial Officer (CFO). The person selected for this position will work under the leadership of the Commissioner of Education.

GENERAL STATEMENT OF DUTIES:

The CFO oversees the development and administration of the CSDE's budget, including the flow of over \$4 billion of state and federal dollars for public education, and works to align the CSDE's use of resources with its overall strategy. The CFO directs the management of over 100 staff in the areas of fiscal services, human resources, grants management and information technology, and is responsible for maintaining the CSDE's compliance with numerous state statutes, federal laws, regulations, and court orders. The CFO serves as a senior member of the Commissioner of Education's leadership team and supports the CSDE's overall work to improve education in Connecticut.

EXAMPLE OF DUTIES:

Administers staff and operations of financial planning, fiscal control and analysis, accounting, internal operational services, grant processing and analysis, and school facilities; develops, implements and evaluates financial related policies, goals and objectives; designs and develops financial related programs and activities; implements new procedures and procedural revisions; determines appropriate staffing levels and directs management and coordination of staff; designs and implements performance review standards for bureau staff; prepares agency budget; maintains contacts with individuals within and outside of bureau who might impact on policy or program activities; directs financial planning, control and analysis, budget preparation and performance monitoring; prepares appropriate financial reports and provides financial advice to management and the State Board of Education to aid in meeting objectives; directs the grant processing and quality control review processes to ensure eligible educational agencies receive their proper share of state and federal grants in aid for education; performs related duties as required.

QUALIFICATIONS:

Knowledge, Skill and Ability:

Considerable knowledge of and ability to apply management principles and techniques; considerable knowledge of relevant state and federal laws, statutes and regulations; considerable knowledge in financial planning, control and analysis, budgetary preparation/control and accounting procedures; knowledge of grant programs relevant to educational funding; considerable interpersonal, oral, and written communication skills; ability to analyze and evaluate complex financial data.

General Experience:

Ten (10) years of fiscal/administrative functions (e.g. accounting, accounting examining, budget management, grants administration, personnel, payroll, purchasing).

Special Experience:

Three (3) years of the General Experience must have been in a large scale finance or administrative program in a managerial capacity.

NOTE:

1. Managerial capacity is defined as full time managerial responsibility for major programs. Position will have supervisory responsibilities but the emphasis should be management activities: planning, organizing, directing, and controlling resources of a major subdivision of an agency or organization.
2. For State employees management experience will be interpreted at or above the level of Fiscal Administrative Manager 2 or Principal Budget Specialist.

Substitutions Allowed:

1. College training may be substituted for the General Experience on the basis of fifteen (15) semester hours equaling one-half (1/2) year of experience to a maximum of four (4) years for a Bachelor's degree.
2. A Master's degree in Public Administration, Finance, or Business may be substituted for one additional year of the General Experience.

Preferred Experience and Training:

Demonstrated experience in working with large scale government budgets;
Demonstrated experience in grants management;
Demonstrated experience and knowledge of federal and state education funding;
Demonstrated knowledge of the state budgetary process;
Demonstrated experience in supervising professionals; and
Demonstrated experience in planning and policy decision making.

APPLICATION PROCEDURE:

Interested candidates should reference announcement #828, submit a letter of application and resume with details of experience and training, three (3) current professional references and an Application for Examination or Employment (CT-HR-12) which may be obtained from the Department of Education website at <http://www.sde.ct.gov> to: **Debra Paradis, Principal Human Resources Specialist, 165 Capitol Avenue, Room G-16, Hartford, CT 06106. Tel. # (860) 713-6695, Fax # 860 713-7011. All required documents must be received by the closing date in order to be considered for interview.**

Closing date for application: March 21, 2014

Anticipated date of employment: Immediate Upon Selection

The Connecticut State Department of Education is committed to a policy of equal opportunity/affirmative action for all qualified persons. The Connecticut State Department of Education does not discriminate in any employment practice, education program, or educational activity on the basis of **race, color, religious creed, sex, age, national origin, ancestry, marital status, sexual orientation, gender identity or expression, disability (including, but not limited to, intellectual disability, past or present history of mental disorder, physical disability or learning disability), genetic information, or any other basis prohibited by Connecticut state and/or federal nondiscrimination laws. The Connecticut State Department of Education does not unlawfully discriminate in employment and licensing against qualified persons with a prior criminal conviction and provides equal access to school facilities and school premises to Boy Scouts and other designated youth groups.** Inquiries regarding the Connecticut State Department of Education's nondiscrimination policies should be directed to: Levy Gillespie, Equal Employment Opportunity Director/American with Disabilities Act Coordinator, Connecticut State Department of Education, 25 Industrial Park Road, Middletown, CT 06457, 860-807-2101, Levy.Gillespie@ct.gov.

AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER

#828
2/28/14

UNCLASSIFIED JOB ANNOUNCEMENT APPROVAL SHEET

Job Announcement Number: 828
Position Title: Chief Financial Officer
Position Number(s): 58010
Previous Incumbent(s): Brian Mahoney
Division: Finance and Internal Operations
Bureau: NA

Chief: _____ **Date:** _____
Affirmative Action: _____ **Date:** _____
Human Resources: _____ **Date:** _____
Chief, Bureau of Human Resources: _____ **Date:** _____

Special Requirements:

- Internal Posting
- Less than 45 day Posting
- Other (List) _____

Commissioner Approval _____
Date

Instructions:

1. Announcement Number will be determined by the Bureau of Human Resources.
2. The announcement will be sent for approval from the originating Division in its final mailing format.
3. Any special requirements (i.e. internal posting, less than 45 day posting period, etc.) require the approval of the appropriate Commissioner.

