

DEPARTMENT OF REVENUE SERVICES
JOB OPPORTUNITY
REVENUE SERVICES BUREAU CHIEF – ADMINISTRATION BUREAU

PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!

Open To: Current Department of Revenue Services Employees
Location: 25 Sigourney Street, Hartford, CT
Job Posting No: 16-13
Salary: \$114,238 - \$ 155,767 (MP 72)
Closing Date: June 24, 2016 (completed application must be received by close of business 5:00 pm)

This position is being posted in accordance with CGS Section 5-227b

The Department of Revenue Services is seeking a qualified candidate to lead the Administration Bureau as [Revenue Services Bureau Chief](#). The ideal candidate will have a thorough and complete knowledge and understanding of all current Administration Bureau functions and responsibilities along with experience in process improvement initiatives, change management, and customer service. The position is responsible for many crucial areas including Human Resources, Budget Office, Printing, Mail & Records, and Information Systems. In addition the Bureau now manages and oversees the Revenue Accounting function that provides Revenue and Accounting controls and reporting for all revenue generated by DRS. The successful candidate will be directly involved in strategic agency projects.

Example of Duties: This position will direct staff and operations of the Administration Bureau; coordinates, plans and manages bureau activities; formulates, implements and evaluates bureau policies, program goals and objectives including comprehensive long and short range plans, program priorities, funding, strategies, legislation and regulations consistent with agency mission; develops or assists in development of related policy; interprets and administers pertinent laws; develops and implements performance measurements and standards; prepares Administration Bureau and Agency Budgets and determines priorities for expenditure of financial and related resources; implements new procedures and procedural revisions and standards; maintains contacts with individuals, within and outside the Bureau, who might impact on policy or program activities; works cooperatively with other agency operating units to effectuate high levels of external and internal customer service; may serve as liaison to outside contractors; may recommend and/or assist in drafting proposed legislation; performs related duties as required.

General Experience: Ten (10) years of professional experience in business or public administration, auditing and/or accounting.

Special Experience: Three (3) years of the General Experience must have been in a managerial capacity accountable for planning, analysis and implementation of major programs.

For state employees the Special Experience is interpreted at the level of a Tax Operations Assistant Chief.

Minimum Qualifications

Knowledge, Skills and Abilities: Considerable knowledge of and ability to apply management principles and techniques; considerable knowledge of relevant state and federal laws, statutes and regulations; considerable knowledge of Process Group programs, policies and procedures; considerable knowledge of tax programs, policies and issues; knowledge of principles and practices of accounting and auditing; considerable interpersonal skills; considerable oral and written communication skills; considerable ability to organize and direct complex and varied operating units and associated functions; considerable ability to formulate and interpret agency policy, legislation and regulations.

Application Instructions: Interested and qualified candidates must submit a cover letter, a preferred but optional resume, and a completed CT-HR-12 [State of Connecticut Application for Employment](#), clearly indicating the posting number to:

Jeanette Perez, Human Resources Administrator
Department of Revenue Services
Human Resources Unit
25 Sigourney Street
Hartford, CT 06106

Please Note: Submit hard copy applications only. Incomplete packages will not be accepted.

Note: *The filling of this position will be in accordance with reemployment, SEBAC, transfer, promotion and merit employment rules, as applicable.*

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, and persons with disabilities.