

**DEPARTMENT OF CHILDREN AND FAMILIES
JOB OPPORTUNITY
Fiscal Administrative Manager 1**

[PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!](#)

Open To: **Current State Employee on exam list (Lateral Transfer/promotional opportunity)**
Location: 505 Hudson Street, Hartford, CT
Job Posting No: CS112911CO
Hours: 40, Monday - Friday: 8:00 AM to 5:00 PM with one (1) hour lunch or 8:30 AM - 5:00 PM with 30 minute lunch)
Salary: MP – 66, \$90,282 - \$123,104 (Annually)
Closing Date: December 31, 2015

The Department of Children and Families is currently recruiting for a full time 40 hours per week Fiscal Administrative Manager 1 within the Fiscal Division. The position will be located at 505 Hudson Street, Hartford, CT.

Eligibility Requirement: **Current state employee must have passed the Fiscal Administrative Manager 1 examination promulgated by the CT Department of Administrative Services (DAS). State employees currently holding the above title of Fiscal Administrative Manager 1, or have attained permanent status in the class may apply for a lateral transfer.**

Examples of Duties: Directs staff and operations of fiscal/administrative office; coordinates, plans and manages activities; formulates program goals and objectives; develops or assists in development of related policy; interprets and administers pertinent laws; evaluates staff; maintains contacts with individuals both within and outside of unit who might impact on program activities; coordinates fiscal management functions including budget preparation and management, accounting and financial reporting and analysis; assists in planning and implementation of financial aspects of EDP systems; utilizes EDP systems for financial records, reports and analyses; prepares programmatic fiscal/administrative analysis and impact statements on proposed regulations and legislation; directs and coordinates a variety of administrative functions such as grant administration, personnel, payroll, purchasing and contract administration; in addition to managing fiscal/administrative functions may manage support services such as maintenance, duplicating services, switchboard, mailroom, food services, security and housekeeping; in a facility or institution, in addition to the above, may insure conformance with related standards of TJC, OSHA, Environmental Protection and other regulatory agencies; performs related duties as required.

General Experience: Nine (9) years of experience in a combination of fiscal/administrative functions (e.g., accounting, accounts examining, budget management, grants administration, personnel, payroll, purchasing) at least one (1) of which must be an accounting function.

Special Experience: One (1) year of the General Experience must have been supervising professional level staff. For state employees this is the level of Fiscal/Administrative Supervisor.

Substitution allowed: 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, business administration, or accounting may be substituted for one (1) additional year of the General Experience.

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

Application Instructions: Current state employees who meet the above eligibility requirements should submit a cover letter, and last two Service Ratings and an Application for Employment (CT-HR-12). Please reference Job Posting # **CS112911CO**. **Applications must be postmarked no later than the closing date indicated above. Incomplete application packages will not be considered. Due to the large volume of applications received we are unable to provide confirmation of receipt or status updates during the recruitment process.**

DEPARTMENT OF CHILDREN AND FAMILIES
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HARTFORD, CT 06106
Att: Cynthia Sailor
FAX: 860.550.6433

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.