



Department of
ADMINISTRATIVE SERVICES
Job Postings



Department of Mental Health and Addiction Services
Southwest Connecticut Mental Health System
JOB OPPORTUNITY
Fiscal Administrative Manager 1
SW114599

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

Open To: Candidates on current exam list or lateral transfer

Location: SWCMHS 1635 Central Avenue, Bridgeport, CT 06604

Program/Unit: Business Office

Salary: \$90,282 - \$123,104

Shift/Schedule/Hours: 1st shift, 8:00 a.m. to 4:30 p.m., Monday through Friday, 40 hours per week

Posting Date: July 29, 2016

Closing Date: August 11, 2016

Eligibility Requirement: Candidates must have applied for and passed the Fiscal Administrative Manager 1 exam and be on the current certification list promulgated by the Department of Administrative Services for this classification. State employees currently holding the above title or those who have previously attained permanent status may apply for lateral transfer. Applicants will not have the opportunity to take the exam prior to the above closing date to qualify for this particular vacancy.

Duties may include but not limited to: Reporting to the CEO, this position manages the administrative and fiscal departments including Plant Operations, Environmental Services, Food Services, Administrative Services and Fiscal Services for five SWCMHS locations which includes three inpatient units, outpatient and residential services. This position will also insure conformance with related standards and licensing requirements of The Joint Commission, OSHA, Environmental Protection and other regulatory agencies; Medicare and Medicaid cost reporting; 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 the fiscal and administrative departments who might impact on department activities; coordinates fiscal management functions including budget preparation and management, accounting and financial reporting and analysis; advises the CEO on all fiscal and administrative matters; responsible for oversight of SWCMHS safety program; serves as member of Executive Management Team; may participate in strategic planning; may be a member of standing committees; performs related duties as required.

Special Requirement: Must possess, retain, and carry valid Connecticut Driver's License.

Note: Applicants will be selected in accordance with reemployment, SEBAC, transfer, promotion, collective bargaining unit contract language, merit employment lists and DMHAS affirmative action goals.

Application Instructions: All applicants must complete a State Employment Application for Examination and Employment (CT-HR-12) along with a current resume and cover letter. Incomplete applications will not be accepted.

PLEASE SEND APPLICATIONS TO:
Southwest Connecticut Mental Health System
Human Resources, 1635 Central Ave., Bridgeport CT 06610
Fax: (203) 551-7674
Email: SWCMHS.recruit@ct.gov

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

The State of Connecticut and the Department of Mental Health and Addiction Services are equal opportunity/affirmative action employers. Women, minorities and persons with disabilities and in recovery are encouraged to apply.