

## Department of Mental Health and Addiction Services Southwest Connecticut Mental Health System JOB OPPORTUNITY Fiscal Administrative Manager 1 SW105134 Business Office

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

**Open To: Agency Employees Only** 

Location: SWCMHS Administrative Office, 97 Middle Street, Bridgeport, CT 06604

Program/Unit: Business Office

Salary: \$90,282 - \$123,124

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

Posting Date: September 19, 2014 Closing Date: September 26, 2014

**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 Drivers License. Travel in the community is required.

**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:** <u>All applicants</u> must complete a State Employment Application for Examination and Employment (CT-HR-12). Resumes and Curriculum Vitae can be provided as supplemental information but will only be accepted if attached to a fully completed application.

## PLEASE SEND APPLICATIONS TO:

Southwest Connecticut Mental Health System Human Resources, 97 Middle Street, Bridgeport CT 06604 Fax: (203) 579-6315

Email: <u>SWCMHS.recruit@ct.gov</u>

## 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.