**Department of Emergency Services and Public Protection**

Job Title: Fiscal/Administrative Manager 1

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

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Open To: Statewide Promotional Employees

Location: Middletown

Job Posting No.: 00100173MAT

Hours: 40 hours per week

Salary: $90,282 – 123,104 (MP 66)

Closing Date: April 7, 2017

This is a competitive Job Class. This Job Opening also serves as the examination and will be used for this vacancy within the Department of Emergency Services and Public Protection. The established list of qualified candidates will remain in effect for up to one year from the closing date; however, candidates must apply separately for future vacancies in other agencies as specific Job Openings are announced.

The determination of those candidates who possess the GENERAL EXPERIENCE and SPECIAL EXPERIENCE listed below to qualify for this Job Opening is the examination. When completing your application, please understand that you are applying for the examination as well as applying for the vacancy; please submit information with this in mind.

Candidates who have been selected for employment with the Department of Emergency Services & Public Protection are subject to a detailed background investigation, including a fingerprint supported state and federal criminal history records check along with reference checks. Selection for employment is contingent upon satisfactory completion of the background investigation.

**PURPOSE OF CLASS:** In a state agency, facility or institution this class is accountable for directing a variety of complex, professional fiscal and administrative functions with a major emphasis on fiscal administration.

**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 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.

**MINIMUM QUALIFICATIONS REQUIRED KNOWLEDGE, SKILL AND ABILITY:** Considerable knowledge of principles and practices of public administration with special reference to governmental budget management and governmental accounting; knowledge of and ability to apply management principles and techniques; knowledge of principles and procedures of personnel, payroll, purchasing, grant administration and contract administration; considerable interpersonal skills; considerable oral and written communication skills; considerable ability to understand and apply relevant state and federal laws, statutes and regulations; considerable ability in preparation and analysis of financial and statistical reports; ability to analyze budgetary and related problems; ability to utilize EDP systems for financial management.

**EXPERIENCE AND TRAINING:**

**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. Descriptions of these fiscal/administrative functions are attached.

**Special Experience:**
One (1) year of the General Experience must have been supervising professional level staff.

**Note:** For state employees this is the level of Fiscal/Administrative Supervisor.

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

**Preferred Experience / Skills:**
Experience in coordinating, planning and managing activities and operations of a Purchasing/Accounts Payable/Asset Management Unit; experience in the development of related policy, program goals and objectives; experience interpreting and administering pertinent laws and preparation of impact statements on proposed regulations and legislations; experience directing and evaluating professional and paraprofessional fiscal/administrative and support staff; experience with internal and external contacts that might impact programs and fiscal activities; experience planning and implementing financial aspects of Federal and State EDP systems, and utilizing EDP systems for financial record, reports and analysis.
Application Instructions:
In addition to demonstrating that you possess the required general and special experience above, please indicate on the Application for Employment (CT-HR-12) for each position the following experience:

1. Be specific as to which of these areas you have had experience, the nature of the experience and the size, scope for the programs, budgets and operations involved.

2. Supervisory Experience. Describe your experience supervising professional level staff. Include the numbers and job titles of staff supervised.

Note: The filling of this position will be in accordance with reemployment and SEBAC employment rules, if applicable.

Interested and qualified candidates who meet the above requirements should submit a cover letter, résumé, and the Application for Employment (CT-HR-12) to:

Department of Administrative Services
Statewide Human Resources Management
Job Posting No. 00100173MAT
450 Columbus Boulevard – Suite 1502
Hartford, CT 06103

Secure Fax: 860-622-2910 (Preferred Method)

If faxing materials, keep a copy of your completed application form and the fax transmittal receipt for your records. Make certain that your application form is complete and transmitted correctly and without error. Incomplete faxes or faxes received blank because pages were faxed upside down will not be accepted. Due to the large number of applications received, we cannot confirm receipt of applications.

This examination is pass/fail. Notice of results will be mailed to you as soon as all applications have been reviewed.

Applications will be accepted by U.S. Mail, email or fax. Late or incomplete applications will not be considered.

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.

If you are requesting special accommodations under the provisions of the Americans with Disabilities Act (ADA) please contact Matt Cronin at 860-713-5213 or Matthew.Cronin@ct.gov