

DEPARTMENT OF EMERGENCY SERVICES AND PUBLIC PROTECTION
EMPLOYMENT OPPORTUNITY
FISCAL ADMINISTRATIVE MANAGER 2

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

OPEN TO: State Employees
LOCATION: Middletown
SALARY: \$95,725.00 – \$122,791.00 (Annually)
CLOSING DATE: Wednesday, October 5, 2011

Eligibility Requirement: Candidates must have applied for and passed the Fiscal Administrative Manager 2 exam and be on the current certification list promulgated by the Department of Administrative Services. State employees currently holding the above title or those who have previously attained permanent status in this class may apply for a lateral transfer.

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

MINIMUM QUALIFICATIONS (Required/Knowledge, Skill and Ability):

Considerable knowledge of and ability to apply management principles and techniques; considerable knowledge of principles and practices of public administration with special reference to governmental budget management and governmental accounting; 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 utilize EDP systems for financial management.

EXPERIENCE AND TRAINING:

General Experience: Ten (10) years of experience in a combination of fiscal/administrative functions (e.g. accounting, accounts examining, budget management, grants administrative, personnel, payroll, purchasing) at least one (1) of which must be an accounting function. Descriptions of these fiscal/administrative functions are attached.

Special Experience: Two (2) years of the General Experience must have been supervising professional level staff. For state employees this is the level of Fiscal/Administrative Supervisor.

Substitution Allowed:

1. College training may be substituted for the General Experience on the basis of fifteen (15) semester hours equating 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.

Application Instructions: Interested candidates for this position should submit a cover letter, resume and state application (CT-HR/12 & CT-HR/13). **Resumes will only be accepted as supplemental information attached to a fully completed state application (CT-HR/12 & CT-HR/13).** State employees please attach a copy of the two (2) most recent performance appraisals. Application packages will **not** be considered without all of the above mentioned documents. Send or fax application packages to:

Department of Emergency Services and Public Protection
1111 Country Club Road
Middletown, CT 06457
Human Resources
Attention: Denise Shelton
Fax (860) 685-8356

When faxing, please keep a complete copy for your records. Due to the large number of applications received, we cannot confirm receipt of applications.

Interested candidates for employment at the Department of Emergency Services and Public Protection are subject to a pre-employment background investigation, including a detailed criminal check, federal and reference checks. Selection for employment is contingent upon satisfactory completion of the background investigation.

Individuals with Reemployment/SEBAC rights must be given first preference for this position.

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.