

DEPARTMENT OF DEVELOPMENTAL SERVICES – NORTH REGION
JOB OPPORTUNITY
FISCAL/ADMINISTRATIVE MANAGER 1
BUSINESS OFFICE – EAST HARTFORD

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

Open To: Agency Employees Only

Location: Business Office – East Hartford

Job Posting No: 00101889

Hours: Monday through Friday: 8:00am – 4:30pm. RDO's: Saturday and Sunday

Salary: \$85,099 - \$109,159

Closing Date: **June 4, 2012**

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.**

Examples of Duties: Oversees daily operations of business office functions including, but not limited to: purchasing, budget oversight of monthly CFSR, act as liaison with Regional Management and Central Office, oversees personnel for office staff and related other duties consistent with class title. Proficient in CORE, Excel and supervisory experience. Performs related duties as required.

Knowledge, Skills and Abilities: 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.

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:

ADDENDUM TO FISCAL/ADMINISTRATIVE SERIES

FISCAL AND ADMINISTRATIVE FUNCTIONS

Distinction will be made between accountability for and participation in these functions. Fiscal/administrative supervisors, managers and chiefs must be accountable for (or supervise) the function if it is to be considered under the Guidelines for Class Use. The descriptions of each functional heading are not meant to be all inclusive. Their purpose is to provide a sampling of tasks in each functional area.

Those areas with an asterisk [*] must consume a significant amount of professional staff hours to be considered additional functions under the Guidelines. As a rule of thumb a significant amount of time will be considered a minimum of ten percent of total professional staff time or supervision of one full time professional position, whichever is smaller.

1. BUDGETING - Accountability for budget preparation and management for agency or facility; at higher levels includes participation in planning and policy decisions.
2. GENERAL FUND APPROPRIATION ACCOUNTING - Supervision of the agency's or facility's general fund accounting; includes maintenance of accounts (EDP or manual); Comptroller reconciliations; internal reconciliations; subsidiary accounts; payment lists; financial statements and reports; petty cash.
3. GRANT ADMINISTRATION (a&b ARE SEPARATE FUNCTIONS)
 - a. GRANT ACCOUNTING* Supervision of the maintenance of accounting records, reconciliations, financial statements for grant funds, etc.
 - b. GRANT MONITORING* (non-programmatic)
Accountable for monitoring (or supervising monitoring) of grantees to ensure that funds are accounted for and expended properly. This can include pre- or post-audit of payments, review and analysis of budgets and financial statements, review of accounting procedures. It may include field work such as assistance with setting up financial records and may include (or consist mainly of) auditing grantees.

4. OTHER ACCOUNTING FUNCTIONS* - Accountability for or supervision of any additional professional accounting or accounts examining work which may be unique to an agency.

5. PURCHASING - Accountability for or supervision of the purchasing of supplies, equipment and contractual services including preparation and revision of specifications, selecting sources of supply, obtaining and evaluating formal written bids, issuing purchase orders, analyzing price trends.

6. CONTRACT ADMINISTRATION - Accountability for or supervision of contract preparation and monitoring including preparation of requests for proposals to obtain consulting or contractual services, determination of evaluation criteria, evaluation of proposals, preparation and monitoring of personal services agreements, point of service contracts and memoranda of understanding.

7. HUMAN RESOURCES - Accountability for and/or supervision of the agency or facility human resources function. This includes recruitment, human resources records, classification issues, grievances and other labor relations issues, worker's compensation, career and benefits counseling, preparation of agency or facility affirmative action goals, affirmative action recruitment, reporting, counseling and other aspects of implementation of affirmative action goals.

8. PAYROLL - Supervision of the payroll function.

9. SUPPORT SERVICES - Each additional support service supervised (e.g., stores, inventory/asset management, facilities/equipment security, facilities/equipment maintenance, mailroom, food service, phone system coordination) having a minimum of three (3) full-time positions or part-time equivalent) or taking a minimum of 10% of total fiscal/administrative staff time can be considered one (1) additional function.

10. INFORMATION TECHNOLOGY* - Supervision of an information technology operation including professional information technology staff (i.e., Information Technology Analyst 1 or above).

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.

Substitution Allowed: **1.** College training may be substituted for the General Experience on the basis of fifteen (15) semester hours equalling 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, if applicable.

Application Instructions: Interested and qualified candidates who meet the above requirements should submit a cover letter, a resume, and an Application for Employment to:

Department of Developmental Services — North Region
155 Founders Plaza / 255 Pitkin Street
East Hartford, CT 06108
Attn: Carol Pfeifer, Human Resources
Fax: (860) 622-4967

All application materials must be received by 11:59 p.m. on the closing date indicated above.

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.