

DEPARTMENT OF SOCIAL SERVICES
JOB OPPORTUNITY
FISCAL/ADMINISTRATIVE MANAGER 1
CONTRACT PROCUREMENT UNIT

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

Posting Date: August 12, 2014

Closing Date: August 19, 2014

The Department of Social Services is seeking a Fiscal Administrative Manager 1 in the Contract Procurement Unit who will assume primary responsibility for the management and oversight of our contract procurement unit which handles twenty eight (28) competitive procurements in excess of \$170 million and over 609 contracts. This position will be based at our Hartford Central Office reporting directly to the Deputy Commissioner.

Open To: State Employees Currently on Active Exam List

Location: 55 Farmington Avenue, Hartford, CT 06105

Job Posting No: Fiscal Administrative Manager 1

Position Number 108157

Hours Monday – Friday 40 Hours Per Week

Salary Range: MP-66 \$90,282 to \$123,104

Note: *Applicants must have taken and passed the current state of CT examination for Fiscal Administrative Manager 1. State employees who are currently classified at this level or previously attained permanent status in this classification will be considered for lateral transfer. Applicants will not have the opportunity to take the exam prior to the above closing date to qualify for this vacancy.*

Essential Responsibilities:

Manages and directs staff and operations of the Contract Administration and Procurement Office; develops, implements and coordinates unit goals and objectives; administers pertinent laws; maintains contacts with individuals both within and outside unit who might impact program activities; oversees procedures and policies related to contract administration and procurement activities; performs reporting and analyses of contract and procurement activities; directs and coordinates administrative functions relating to fiscal and contract administration; performs related duties as required.

Minimum Qualifications:

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.

The preferred candidate will possess considerable knowledge, background and experience with state contracting and procurement standards; considerable skill in writing and facilitating procurement activities; and considerable skill in negotiating and interpreting contract vehicles including personal service agreements, purchase of service agreements, memoranda of agreements and memoranda of understanding.

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 in an accounting function.

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

Special Requirements:

Incumbents in this class must successfully complete the State of Connecticut Certificate in Human Resources Management Program within six (6) months of appointment.

Note: The filling of this position will be in accordance with State reemployment/SEBAC, transfer, promotion, and merit employment rules.

APPLICATION PROCEDURE: Candidates who meet the above requirements should forward a completed State of Connecticut Application for Examination of Employment (CT-HR-12). The CT-HR-12 Application Form may be downloaded from the State of Connecticut's Department of Administrative Services Human Resources Services Website at: www.das.state.ct.us/exam/default.asp#APPLICATION FORMS. State employees must submit their two (2) most recent Performance Appraisals and Attendance Records from July 2012 to present in lieu of references. Please **mail** your completed State of Connecticut Application for Examination or Employment (CT-HR-12), cover letter, and three (3) supervisory references letters to:

**State of Connecticut
Department of Social Services
55 Farmington Avenue – 5th Floor
Hartford, CT 06105
Attn: Kelly Geary – Human Resources Division**

APPLICATIONS MUST BE POSTMARKED BY TUESDAY AUGUST 19, 2014

Due to the large volume of applications received, we are unable to confirm receipt of applications.

Late or incomplete applications will not be considered.

An Equal Opportunity / Affirmative Action Employer

The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, and persons with disabilities.