

STATE OF CONNECTICUT
DEPARTMENT OF REHABILITATION SERVICES

Fiscal Administrative Manager 1

Department of Rehabilitation Services

POSTING DATE: June 27, 2012

CLOSING DATE: July 13, 2012

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

Open To: The Public and State Employees Who Meet The Following Eligibility Criteria:

Applicants must have taken and passed the current State of Connecticut examination for Fiscal Administrative Manager 1, or must be a State employee who either is classified currently at the level of Fiscal Administrative Manager 1 or who previously attained permanent status in this classification and is currently eligible to apply for consideration as a lateral transfer. Please note that applicants who have not taken the Fiscal Administrative Manager 1 examination already will not have the opportunity to do so prior to the above closing date and will not be able to qualify to be considered for this vacancy.

Location: 25 Sigourney Street, Hartford, CT

Position: Fiscal Administrative Manager 1

Job Posting Number 33074

Schedule: Monday – Friday, 8:30 AM – 5:00 PM (40 hours per week)

Salary Range: \$85,099.00 - \$109,159.00 Annually (Salary Grade MP-66)

Closing Date: July 13, 2012

The Department of Rehabilitation Services (DORS) is responsible for administering multiple state and federally funded programs, each sharing the common purpose of providing services to individuals with disabilities. The combined annual funding allocation for these programs is over \$70M. DORS is seeking an individual to serve as Manager of a staff of 18 fiscal employees working to support the diverse business needs and unique requirements of the Programs residing within the Department. Specific responsibilities will include the coordination and direction of staff in the areas of Purchasing, Accounts Payable, Accounts Receivable, Procurement, Contract Administration, Asset Management and Inventory.

This position requires considerable knowledge of principles and practices of public administration with expertise in governmental budget management, governmental accounting, grant and contract administration, and procurement. To be considered for this position the applicant must possess considerable interpersonal skills, solid oral and written communication skills and a demonstrated ability to understand and apply relevant state and federal laws, statutes and regulations. A successful candidate must have experience in Account Management, State Budget Preparation, Fiscal Reporting and Auditing processes. Proficiency in MS Excel and proficiency with the financial module of the State of Connecticut's CORE-CT system also is required.

SUPERVISION RECEIVED:

Receives administrative direction from a fiscal/administrative employee of higher grade or agency head.

SUPERVISION EXERCISED:

Directs professional and paraprofessional fiscal/administrative classes and other support staff.

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 analysis and 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. Preferred skills include the ability to create, translate and present fiscal reports that can be easily understood by non-fiscal program staff, as well as proficiency in supervising and managing performance of functional teams and direct reports. Experience in communicating with federal, state and private funding sources is also preferred. Experience in transforming business processes to increase efficiency and improve productivity is also desired.

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.

Note: All applicable State reemployment/SEBAC, transfer, promotion, and merit employment rules will be observed in the filling of this position.

APPLICATION PROCEDURE: To apply you must submit an original fully completed and signed State of Connecticut Application (Form CT-HR-12) in order to be considered for an interview. The CT-HR-12 Application Form may be downloaded from the State of Connecticut's Department of Administrative Services Human Resources Services website at: http://www.das.state.ct.us/HR/Forms/CT-HR-12_Application.pdf. When you complete your CT-HR-12 application form please be sure to indicate the title of the specific position for which you are applying on the form. When faxing materials, please keep a copy of your completed application and the fax transmittal receipt for your records. Do not mail a copy of your application form if you have faxed the materials. Please either mail or fax your completed original State of Connecticut Application (Form CT-HR-12) to:

**Melvin A. Jackson, Principal Human Resources Specialist
Department of Social Services
25 Sigourney Street, Hartford, CT 06106-5033
FAX: (860) 951-2979**

APPLICATIONS MUST BE RECEIVED BY JULY 13, 2012 CLOSE OF BUSINESS

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.