

DEPARTMENT OF EMERGENCY SERVICES & PUBLIC PROTECTION
JOB OPPORTUNITY
FISCAL ADMINISTRATIVE MANAGER 1

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

Open To: State Employees
Job Posting No: 100173
Salary: \$87,652 – \$119,518 (MP66)
Closing Date: Thursday, March 13, 2014

This position is responsible for managing the Fiscal Services Grants Administration/Business Operations directly supervising the staff to ensure that appropriate state and federal regulations are in compliance with our regulators including other state agencies, auditors, Federal partners as well as the agency directors/leaders.

Preferred candidate: Experience with Microsoft Office and Core-CT.

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 system; utilizes EDP system or financial records, presorts 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 grants, purchasing, accounts payable asset management; and performs related duties assigned

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. State employees currently holding the above title or those who have previously attained permanent status in this class may apply for a lateral transfer. Applicants will not have the opportunity to take the exam prior to the above closing date to qualify for this particular vacancy.**

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 resume, cover letter, CT-HR/12 (State Application) & CT-HR/13 (Addendum), and two (2) letters of professional references from current and/or previous supervisors. State employees must submit two most recent performance appraisals in lieu of references by ***Thursday, March 13, 2014** to:

The Department of Emergency Services & Public Protection
1111 Country Club Road, Middletown, CT 06457-9294
Attn: Denise Shelton, Human Resources Associate
Fax: (860) 685 - 8356

***Incomplete or late application packages will not be considered**

If faxing your packet; original to be mailed. Due to the large volume of applications received, we are unable confirm receipt of applications.

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

The State of Connecticut is an Affirmative Action/ Equal Employment Opportunity Employer