

DEPARTMENT OF CHILDREN AND FAMILIES
JOB OPPORTUNITY
FISCAL ADMINISTRATIVE MANAGER 2
(FISCAL DIVISION)

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

Open To: **Candidates on a Current Exam Certification List OR Lateral Transfer**

Location: Hartford, CT

Job Posting No: JN43004CO

Hours: 40

Salary: \$95,728.00 - \$122,791.00 (Annually)

Closing Date: April 25, 2013

Eligibility Requirement: Candidates must have passed the **Fiscal/Administrative Manager 2** examination list promulgated by the CT Department of Administrative Services (DAS). State employees may apply for lateral transfer if they currently hold the title of **Fiscal/Administrative Manager 2**, or have attained permanent status in the class since their most recent hire date. Applicants will not have the opportunity to take the exam prior to the above closing date to qualify for this particular vacancy.

Knowledge, Skills and Abilities: 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.

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.

Preference: Preference will be given to candidates holding a clinical license.

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 CT-HR-12 (State Application), resume, letter of intent and three (3) letters of professional references from current and/or previous supervisors. State employees must submit two most recent performance appraisals in lieu of references to:

DEPARTMENT OF CHILDREN AND FAMILIES
505 HUDSON STREET
HUMAN RESOURCES, 8TH FLOOR
HARTFORD, CT 06106
Attention: Bernice Morgan
FAX: (860) 707-1952 (Preferred method)

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.