

DEPARTMENT OF ADMINISTRATIVE & FINANCIAL SERVICES

Department of Corrections Service Center

DIRECT HIRE CAREER OPPORTUNITY BULLETIN



Public Service Coordinator I
Resource Administrator

CODE: CA25 RANGE: 25 (Confidential) \$41,600 - \$56,929/yr.

Value of State-paid Health & Dental Insurance: \$359.27 biweekly.

Value of State's share of employee's retirement: 16.54% of pay.

OPENING DATE: 01/25/12

CLOSING DATE: 02/10/12

The Department of Corrections Service Center provides financial and budgetary management services as well as human resource and employee relations services to the department. This position is a liaison to the department, primarily assisting the State Board of Corrections and the Department's Director of Fiscal Operations with financial, contract, and grant resource management. This position is in Augusta and is open to state employees and non-state employees for application.

JOB DUTIES:

The incumbent will be a critical member of the team managing the financial resources of the Department of Corrections. As a Resource Administrator, the position will conduct policy and fiscal analysis and review legislation for alignment of resources as well as monitor all expenditures and revenue activity in all agencies' funds, track changes necessary to achieve goals within budget constraints, and provide technical support in contracts, procurement, bill payment, and coding.

MINIMUM REQUIREMENTS:

An eight (8) year combination of progressively responsible education, training, and/or experience in development of administrative policy impacting the efficiency of program operations, revenue generating systems, and internal controls of critical fiscal resources.

APPLICATION INFORMATION:

To apply, please forward a current resume and cover letter to:

Brenda Hernandez (e-mail Brenda.j.hernandez@maine.gov)
Department of Corrections Service Center
111 State House Station
Augusta, ME 04333-0111
Fax 207-287-6092

*The Department of Administrative & Financial Services is an Equal Opportunity/Affirmative Action employer.
We provide reasonable accommodations to qualified individuals with disabilities upon request.*