



JOB ANNOUNCEMENT

EXECUTIVE I Family Support Division, Central Office Jefferson City July 10th, 2018

The Family Support Division is seeking candidates to fill an Executive I position. This position is based in Cole County, located at 615 Howerton Court, Jefferson City, Missouri, 65102

JOB DUTIES: Primary duties include, but are not limited to:

- Assists RSB management with compiling budget information as it relates to the program;
- Reviews purchases for accuracy and completion and enters information into the applicable accounting system;
- Manage financial and statistical data;
- Assists with the preparation of grant applications;
- Assists with grants by tracking expenditures;
- Evaluate the reliability of documents;
- Maintain efficient record keeping systems;
- Assist in the maintenance of database to track expenditures;
- Process invoices and contract documents;
- Compiles statistical information/data as requested;
- Liaison for State Rehab Council for the Blind(SRC), compile and analyze data on services provided by RSB for quarterly meetings using an extensive excel spreadsheet, plan meetings and prepare documents.
- Research statistical, fiscal, and client data using internet based case management system. Extrapolate client survey data. Research and calculate RSB's return on investment. Coordinate with council members and districts to obtain report materials and modify to report standards.
- Use publishing software and Excel to create federally required annual report for SRC, detailing the activities of RSB. This report is submitted to the Governor, RSA, the Legislature, as well as administrative staff within DSS. The information is presented using tables, graphs, charts and explanatory text.
- Create annual report for the Older Blind program. Analyze and calculate survey data. Report includes statistical and demographic information, charts, and graphs using Excel and Word. Report goes to our Rehab Services Administration (RSA). It is utilized in the development of federal report RSA-70B.
- Provide administrative support to the RSB Deputy Director;
- Assists with special projects when requested; and
- Effectively communicate with Department wide staff and staff from other agencies to meet required deadlines and/or provide information as needed/requested.
- Assists in compiling budget information relative to personnel, supplies, office and equipment rentals, repairs, replacement or additions of equipment, and repairs or alterations of buildings and grounds.
- Performs other related work as assigned.

QUALIFICATIONS: (The following requirements will determine merit system eligibility, experience and education ratings, and may be used to evaluate applicants for Missouri Uniform Classification and Pay System positions not requiring selection from merit registers. When practical and possible, the Division of Personnel will accept substitution of experience and education on a year-for-year basis.)

- A Bachelor's degree from an accredited college or university with a minimum of 15 earned credit hours in one or a combination of the following: Accounting, Public or Business Administration, or a closely related field.

OR

- Four or more years of clerical experience in fiscal or budgetary controls, procurement, accounting or bookkeeping, or closely related areas, including two or more years in a supervisory or semi-technical capacity (at or above the level of a Senior Office Support Assistant, Account Clerk II, or Storekeeper I); and possession of a high school diploma or proof of high school equivalency.

(Earned credit hours from an accredited college or university may substitute on a year-for-year basis for a maximum of two years of the required general experience at a rate of 30 earned credit hours for one year. An additional 30 earned credit hours from an accredited college or university may substitute for a maximum of one year of the required specialized experience.)

SALARY RANGE: Annual salary range is \$30,576.00 – \$42,780.00

TO APPLY: Individuals who meet the required qualifications as specified above and are interested in this position must complete the **required OA paper application** at <https://oa.mo.gov/personnel/job-applicants/missouri-merit-system/paper-application-merit-system-employment> and send it back to Office of Administration to be placed on the register. If you **are already on the register** you will need to update your Ease application at www.ease.mo.gov then print and fax that application along with any applicable transcript(s) to Jonni Clark at **(573) 751-4723** or email to jonni.clark@dss.mo.gov . Even if you are already on the register and/or have applied on-line, a printed application and any applicable transcript(s) must be sent to Jonni Clark.

RECRUITMENT AREA: Accepting applications from all qualified candidates

APPLICATION DEADLINE: Tuesday, July 24th, 2018 at 5:00 p.m.

Applications will be subject to review prior to scheduling interviews.

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