



STATE OF OREGON
invites applications for the position of:

Principal Executive/Manager D (Assistant Financial Services Director)

JOB CODE: OLCC16-0041

OPENING DATE/TIME: 05/31/16 12:00 AM

CLOSING DATE/TIME: Continuous

SALARY: \$5,091.00 - \$7,508.00 Monthly

JOB TYPE: Permanent

LOCATION: Milwaukie, Oregon

AGENCY: Liquor Control Commission

DESCRIPTION:

The Oregon Liquor Control Commission (OLCC) is the agency responsible for regulating the sale and service of alcoholic beverages in Oregon by administering the state's Liquor Control Act and regulating the sale of recreational marijuana in Oregon through the Control, Regulation, and Taxation of Marijuana and Industrial Hemp Act.

The agency is comprised of three major operational programs; the Distilled Spirits Program, the Recreational Marijuana Program, and the Public Safety Program. All three programs are supported by the Administration, Financial Services, and Support Services divisions. Revenue generated from these programs helps support state and local government programs.

The Distilled Spirits Program oversees the distribution and sale of distilled spirits in the state. The Distilled Spirits division centrally purchases, warehouses and distributes distilled spirits to Oregon's independently operated liquor stores. OLCC's Public Safety Program licenses and regulates businesses in the alcohol industry such as manufacturers, wholesalers, bars, restaurants, grocery and convenience stores.

The Recreational Marijuana Program is exclusively authorized to make recreational marijuana available to consumers and licensed businesses through retail marijuana stores. The program also tracks the growing, transporting, processing and selling of recreational marijuana products. The Public Safety Program is responsible for licensing and regulating the operation of the recreational marijuana industry in Oregon.

This recruitment is intended to fill a Principal Executive Manager D (Assistant Financial Services Director) position in the Milwaukie office. This position directs and administers,

through subordinate personnel, the operation, planning and implementation of the fiscal operations of three major fiscal programs of the Commission: Financial Reporting, Liquor Store Auditing and Disbursements. This position also functions in a management capacity by participating in agency-wide fiscal program policy development, implementation and evaluation.

This position is included in a classification and compensation study of the state's managerial positions. Changes to its assigned classification and salary range may occur.

DUTIES & RESPONSIBILITIES:

- Responsible for supervising and managing the planning, organization, direction and evaluation of the Disbursements Section staff, including Accountants and Accounting Technicians responsible for expenditures in excess of \$350 million/fiscal year. Manages the processing and accounting of payroll, agent compensation, inventories, payment of expenditures, and production of monthly financial reports by subordinate staff. Establishes work assignments and monitors performance for Auditing, Reporting and Disbursements to ensure reporting objectives meet established target completion dates.
- Responsible for providing training of staff utilizing financial reporting systems. Establishes policies and procedures to ensure that the fiscal programs operate in accordance with Agency's Internal Control Guidelines, ensures compliance with all state and federal laws, policies and procedures as they relate to fiscal policies affecting the Commission. Coordinates these functions with interrelated activities of Retail Services Program, Regulatory Program and Support Services Program.
- Actively promotes and supports the agency's affirmative action plan and diversity program, along with related policies and practices. Helps achieve agency affirmative action goals through recruitment, hiring, employee development and training.
- Directs the operation of Retail Liquor Store Auditing Program. Develops, reviews and approves all written policies and procedures for liquor auditing in accordance with agency policies. Conducts and supervises the activities of the programs through planning, assigning and reviewing the work of personnel. Assigns and redirects staffing resources as necessary to accomplish planned audit work. Evaluates the effectiveness and efficiency of the work performed by reviewing information from statistical data, staff, and the liquor agents to determine what improvements are needed in the audit process. Reviews all Liquor audits for accuracy, completeness and validity, and approves resolution of loss claims by liquor agents.
- Develops, implements and maintains computer/manual systems, policies and procedures to record and report financial transactions in accordance with Generally Accepted Accounting Principles, State-wide financial reporting requirements and other State/Federal directives. Responsible for delegating and assigning work to staff to ensure state-wide financial reporting guidelines/time-frames are met, annual report is produced and internal controls on disbursements are maintained or revised in response to changes in operating environment. Coordinates new and/or revised activities or procedures with the Division of Audits and the Department of Administrative Services to ensure compliance and effective and efficient interrelationships. Prepares reports for agency program managers on disbursement and payroll activities on both a routine and ad hoc basis. Agency project manager for the implementation of fiscal accounting systems. Liaison for the development/evaluation/and monitoring, in conjunction with Information Technology, the implementation of agency computerized systems, including inventory management, agents compensation and accounting software.
- Agency PERS (Public Employees Retirement System) liaison, agency CAFR (Comprehensive Annual Financial Report) liaison, performs special projects and participates in Division staff meetings. Acts as Security Officer for statewide programs such as SFMS (Statewide Financial Management System), OSPS (Oregon State Payroll System) and e-commerce.

Working Conditions

Office environment; budget/fiscal impact duties may require irregular work hours to meet deadlines. Requires strong managerial experience, including managing disparate levels of employees, multiple priorities and conflicting demands. Requires strong skills in organizing and planning work assignments to ensure appropriate financial reporting timelines are met. Requires ability to communicate with vendors and agents regarding fiscal and statutory policies of the agency. Occasional travel, sometimes overnight (e.g., to attend training conferences or audit engagements).

QUALIFICATIONS, REQUIRED & REQUESTED SKILLS: MINIMUM QUALIFICATIONS

IMPORTANT In the "Work History" section on your application, you must clearly describe your experience in each of the a), b), c), d) areas listed below. Failure to provide this information may result in eliminating your application from further consideration.

Supervision and Management Experience

Six years of experience in supervision, staff-technical, or professional-level work. **Two years of this experience must have included supervision and management of a program, section, or unit** which included: a) development of program rules and policies, b) development of long- and short-range goals and plans, c) program evaluation, **and** d) budget preparation.

(NOTE: A Bachelor's degree or equivalent course work (144 quarter or 96 semester hours) in a field related to management, such as Business or Public Administration, or a related field, may be substituted for three years of the required experience, but will not substitute for the two years of specialized experience.)

OR

Program/Project Leader Experience

Six years of experience in supervision, staff-technical, or professional-level work. **Two years of this experience must have included program/project leader responsibility involving one or more of the following areas:** a) development of program rules and policies, b) development of long- and short-range goals and plans, c) program evaluation and/or project evaluation, **or** d) monitoring and controlling or preparing a budget.

(NOTE: A Bachelor's degree or equivalent course work (144 quarter or 96 semester hours) in a field related to management, such as Business or Public Administration, or a related field, may be substituted for three years of the required experience, but will not substitute for the two years of specialized experience.)

Note: Your education will **ONLY** be considered if you have attached your transcripts. It is recommended that you attach your transcripts even if you are relying solely on your work experience to meet the minimum qualifications.

ADDITIONAL REQUIREMENTS

The successful candidate for this position will be subject to a Criminal Records Check and fingerprinting. Candidate must also have a valid driver's license with an acceptable driving record.

DESIRED ATTRIBUTES

The ideal candidate will also have a background in the following areas:

- Bachelor's degree in accounting or finance
- Proficiency in Statewide Financial Management System (SFMS)
- Strong history of previous management experience
- Experience supervising in a union environment
- Knowledge of audit standards and techniques
- Intermediate to advanced proficiency in Microsoft Word and Excel
- Ability to establish and maintain partnerships with internal and external customers
- Excellent verbal and oral communication skills
- Highly organized with great attention to detail
- Skills in analysis and preparation of financial information
- Skills in presenting financial information to small and large groups
- Embraces and fosters diversity and multi-culturalism in the workplace

ADDITIONAL INFORMATION:

******To Apply******

Follow the "Apply" link above and complete the State of Oregon Employment Application on-line. You must attach the following material to your on-line application:

- **A current resume**
- **A cover letter that clearly describes how your skills and experience meet the minimum qualifications and to what degree you possess the desired attributes.**

PLEASE NOTE: If the above material is not attached, you will not be considered for this position:

Change of Email Address: Feel free to contact us if your contact information has changed. Indicate which job postings are affected so that we can update your application/s. You will also want to update your Master Profile in www.governmentjobs.com.

Only completed applications will be accepted: We require that you complete all the blank fields and provide complete addresses, phone numbers, supervisor names/titles, etc. for employers. Please be specific under job duties--we use this information to screen. Do not write, "see resume." Resumes and cover letters are not reviewed to meet minimum qualifications unless requested in the job posting.

College transcripts: Some positions require a college degree; others allow for a combination of experience and education. Even if you feel you have enough work experience, if you want to improve your chances of meeting the minimum qualifications, we recommend that you attach college transcripts (an unofficial copy is acceptable during the recruitment phase). If you have not completed your degree, you can still attach your transcripts and indicate the number of college units completed.

*** IMPORTANT NOTICE ***

If you are an eligible veteran and wish to claim veterans' preference points AND you also meet the minimum qualifications for this position, the points will be added to your score. To receive veterans' preference points you MUST attach to your electronic application the following required documentation:

- > A copy of your DD214/DD215 form; OR A letter from the US Dept. of Veteran's Affairs indicating you receive a non-service connected pension for the five (5) point preference.
- > A copy of your DD214/DD215 form; AND a copy of your veterans' disability preference letter

from the Dept. of Veterans' Affairs for the ten (10) point preference.

If you have a disability and need an alternative format to complete the application please call 503-872-5154 to advise us about the format needed. TTY users please use the Oregon Telecommunications Relay Service: 1-800-735-2900.

If you have questions about the recruitment and selection process contact HR Analyst Carrie Adams at 503-872-5154.

E-mail Alerts and Job Interest Cards for Future Job Opportunities: If you wish to be notified of future job postings, you can select the following:

> For Oregon Liquor Control Commission Only: www.oregon.gov/OLCC, (on right side, click:) Get E-mail Alerts, (then click:) "Click Here", then enter Email address, then enter Password. It will take you to a page where you can select from a variety of Alert topics from the OLCC.

> For State of Oregon postings on NEOGOV: www.oregonjobs.org (click in center:) "Look for Jobs," (click in center:) "Job Interest Cards" (complete and submit the form). On this site, there is also useful applicant information, FAQs, and you can search for jobs.

**THE OREGON LIQUOR CONTROL COMMISSION IS AN EQUAL OPPORTUNITY,
AFFIRMATIVE ACTION EMPLOYER COMMITTED TO WORK FORCE DIVERSITY**

VISIT OUR AGENCY WEBSITE AT:

<http://www.oregon.gov/OLCC>

OUR OFFICE IS LOCATED AT:

9079 SE McLoughlin Blvd
Milwaukie, OR 97222
503-872-5000

Job #OLCC16-0041
PRINCIPAL EXECUTIVE/MANAGER D
(ASSISTANT FINANCIAL SERVICES DIRECTOR)
CA

Principal Executive/Manager D (Assistant Financial Services Director) Supplemental Questionnaire

Work Experience

The work experience section of your application must include a clear description of your experience in order to determine if you meet the required skills (**minimum and special qualifications**) and at what level you meet the requested skills (**desired attributes**). Your answers to supplemental questions about your specific experience must also be supported in the work experience statements in your application form or, if requested, your resume. Supplemental materials such as cover letters and/or a resume will NOT be reviewed or used to determine candidates' qualifications unless the posting specifically states those materials are required from applicants.

Supplemental Questions

Your answers to the Supplemental Questions may be reviewed to help determine if you meet the required skills and how you meet the requested skills for the position to which you have applied. This review may include an automated scoring process and/or a manual review of all or some of the responses.

Note: The specific questions and scoring process used are determined by each hiring authority. Only those individuals who meet the required skills and most closely match the requested skills will be invited to an interview.

Transcripts

Transcripts are required to be attached to your application if you are using education or coursework to meet the minimum qualifications. Transcripts must be from an accredited institution and clearly show 1) your name; 2) the name and address of the institution; 3) the degree received; and 4) required courses completed with a passing grade. For application purposes, photocopies are acceptable; however official or original documents may be requested to validate education. This (transcript) requirement does not apply to all initial applications for positions with the Oregon Legislature or the Oregon Judicial Department; in those branches the requirement, if any, for transcripts is as indicated on the job announcement.

* 1. Which of the following best describes your **highest related level of education**?

- High School Diploma or Equivalent
- Some College Coursework, No Degree Received
- Associate's Degree
- Associate's Degree and additional coursework
- Bachelor's Degree
- Bachelor's Degree and additional coursework
- Master's Degree
- Master's Degree and additional coursework
- Doctorate Degree
- Doctorate Degree and additional coursework
- None of the Above

* 2. If you selected "Some College Coursework, No Degree Received" or "degree and additional coursework" in question 1, how many **upper division (300 level or higher)** credit hours have you completed? Select the Quarter/Semester hours that best describe your **completed coursework**. If you did not, select N/A.

- N/A
- 4 Quarter hours/3 Semester hours
- 8 Quarter hours/5 Semester hours
- 12 Quarter hours/8 Semester hours

- 16 Quarter hours/11 Semester hours
 - 20 Quarter hours/13 Semester hours
 - 24 Quarter hours/16 Semester hours
 - 28 Quarter hours/19 Semester hours
 - 32 Quarter hours/21 Semester hours
 - 36 Quarter hours/24 Semester hours
 - 40 Quarter hours/27 Semester hours
 - 44 Quarter hours/29 Semester hours
 - 45-68 Quarter hours /30-45 Semester hours
 - 69-95 Quarter hours /46-63 Semester hours
 - 96-143 Quarter hours /64-95 Semester hours
 - 144-191 Quarter hours /96-127 Semester hours
 - 192-239 Quarter hours /128-159 Semester hours
 - 240 or more Quarter hours /160 or more Semester hours
- * 3. If you selected "Some College Coursework, No Degree Received" or "degree with additional coursework" in question 1, please identify the focus of your **upper division (300 or higher)** coursework. If you did not, enter N/A.
- * 4. Which of the following best describes the **focus of your degree**?
- Business Administration
 - Public Administration
 - Other Related Degree
 - My degree is not related
 - I do not have a degree
- * 5. If you selected "Other Related Degree" in question 4, please identify the **focus of your degree**. If you did not, enter N/A.
- * 6. Which of the following best describes your **level of experience in supervision, staff technical, or professional level work** ?
- less than 6 months
 - 6 to 11 months
 - 12 to 17 months
 - 18 to 23 months
 - 2 years
 - 3 years
 - 4 years
 - 5 years
 - 6 years
 - 7 years
 - 8 years
 - 9 years
 - 10 years or above
 - None of the above
- * 7. In relation to question 6, which of the following best describes your level of experience in **supervision and management** of a program, section, or unit which included **all of the following areas**: a) development of program rules and policies, b) development of long- and short-range goals and plans, c) program evaluation, **and** d) budget preparation?

- less than 6 months
- 6 to 11 months
- 12 to 17 months
- 18 to 23 months
- 2 years
- 3 years
- 4 years
- 5 years
- 6 years
- 7 years
- 8 years
- 9 years
- 10 years or above
- None of the above

- * 8. In relation to question 6, which of the following best describes your level of experience as a **program/project leader** that included **one or more of the following areas**: a) development of program rules and policies; b) development of long- and short-range goals and plans; c) program evaluation and/or project evaluation; **or** d) monitoring and controlling or preparing a budget?

- less than 6 months
- 6 to 11 months
- 12 to 17 months
- 18 to 23 months
- 2 years
- 3 years
- 4 years
- 5 years
- 6 years
- 7 years
- 8 years
- 9 years
- 10 years or above
- None of the above

- * Required Question