

Maine Department of Audit
Direct Hire Vacancy Announcement



Make a difference
MAINE
State Government

Fiscal Administrator

CODE: 0982 RANGE: 30 (Professional & Technical) \$46,862.40 – \$63,772.80/yr.

Benefits: Value of State's Employee Retirement: 11.54%, State-paid Dental Insurance: \$13.69 biweekly
Value* of State-paid Health Insurance:

Level 1: 100% State Contribution (employee pays nothing): \$363.77 biweekly

Level 2: 95% State Contribution (employee pays 5%): \$345.58 biweekly

Level 3: 90% State Contribution (employee pays 10%): \$327.39 biweekly

Level 4: 85% State Contribution (employee pays 15%): \$309.20 biweekly.

*The level of the actual value of state paid Health Insurance will be based on the employee's wage rate and status with regard to the health credit premium program as of July 1, 2011

OPENING DATE: December 12, 2011

CONTACT: Gayle Knight

CLOSING DATE: December 23, 2011

TELEPHONE: (207) 624-6250

Agency Information: Title 5 Chapter 11, § 246 establishes within the Department of Audit the position of Fiscal Administrator of the Unorganized Territory. The Fiscal Administrator provides information and assistance to the Maine Legislature, the unorganized territory taxpayers, and state and county offices which request funds or provides services in the Unorganized Territory Tax District.

The primary duties of the Fiscal Administrator of the unorganized territory are as follows:

- A. To review, analyze and investigate the budgets and expenditures of all counties and State agencies requesting funds under Title 36, chapter 115;
- B. To prepare and submit, by March 1st, annually, a report of the fiscal administrator's review, analysis and investigation to the joint standing committee of the Legislature having jurisdiction over taxation, each Legislator representing a county containing unorganized territory and the office of the county commissioners of each county having unorganized territory. The report must contain sufficient detail to explain fully each agency or county request and may contain recommendations by the administrator regarding legislative or administrative action. This report must also include information relating to development districts under consideration or approved by the county commissioners under Title 30-A, section 5235 and provide details regarding costs and tax shifts resulting from or anticipated to result from the development district or proposed district;

- C. To publish an annual financial report, signed by the administrator, as required by Title 36, section 1608, and to make that report available to taxpayers in the unorganized territory upon request; To attend public hearings, if necessary, on county budgets relating to the unorganized territory and to attend legislative hearings on bills relating to property taxes and the funding of services in the unorganized territory; and
- D. The Fiscal Administrator also serves as Chair of the Commission on Municipal Deorganization. The Commission was established to assist, review, recommend, and comment on deorganization procedures as established in Title 30-A, M.R.S.A, Chapter 302.

REQUIREMENTS: To qualify a candidate must have a ten (10) year combination of education and/or relevant experience which demonstrates some expertise in governmental accounting; budget and contract administration; interaction with the legislative process or similar processes to include attending public hearings, presenting reports, and recommending changes to existing laws and regulations. Acceptable experience may include work performed as a county commissioner or city/town manager. *The background of well-qualified candidates will demonstrate the following competencies:*

1. Ability to administer funds to include budgeting, and contracted services.
2. Ability to prepare and present reports to the Legislature.
3. Ability to justify expenditures.
4. Ability to interpret and apply laws and regulations affecting the Unorganized Territory.
5. Ability to draft, and testify on proposed legislation affecting the Unorganized Territory.
6. Ability to provide sound advice to town; county; state agency personnel, and legislators.
7. Ability to communicate effectively both orally and in writing.

APPLICATION INFORMATION:

For additional information about this position please contact Michael Poulin at (207) 624-6250 or e-mail michael.poulin@maine.gov. **To apply, please forward a completed Direct Hire application form (<http://www.maine.gov/statejobs/directapp.htm>), current resume, cover letter, and copies of post-secondary transcripts postmarked on or before the closing date at:**

Maine Department of Audit
Attn: Gayle Knight
#66 State House Station
Augusta, ME 04333-0066
E-mail: gayle.knight@maine.gov

Information provided during the application, interview, and selection process will be verified. Incomplete application(s) will be failed or returned to the applicant.

The Maine Department of Audit is an Equal Opportunity/Affirmative Action employer. We provide reasonable accommodations to qualified individuals with disabilities upon request.