

People Making
A Difference!

Idaho
State Government

Idaho Department of
Juvenile Corrections

P.O. Box 83720
Boise, ID
83720-0285

WEBSITE:

<http://www.idjc.idaho.gov/>

**If you have questions,
please contact us at:**
(208) 577-5440

EMAIL:

idjcjobs@idjc.idaho.gov

Non-Classified
Opening

Administrator, Administrative Services Division (Chief Financial Officer)

Non-Classified Classification

[Idaho Department of Juvenile Corrections](#)

Open for Recruitment: March 29, 2010 - April 16, 2010
Announcement # NONCLS028015

Salary Range: \$73,000 - \$84,000 DOE **[-Plus Competitive Benefits!](#)**

Location(s): Boise

SPECIAL NOTIFICATION: This position is exempt from classified state service and the rules of the Division of Human Resources and the Idaho Personnel Commission.

The Idaho Department of Juvenile Corrections is an engaging agency that operates with integrity and fiscal responsibility and envisions a safer Idaho where state, community and family partnerships are creating change by instituting a balance of prevention, intervention and advocacy through effective management of juvenile offenders. This vision filters through every employee, regardless of whether the employee works directly with juveniles, because every position contributes to the accomplishment of the mission.

The Administrator of Administrative Services is the primary fiscal advisor to the Director who reports to the Governor. This is the go-to expert for department executives and the Legislature regarding financial management and accountability information and is responsible for the direct oversight for the annual budget of \$45 million. This position manages a division of twenty-two employees, provides direct supervision to a professional staff of three employees.

RESPONSIBILITIES:

- Directs development, management, and monitoring of division and department budget, assists in presentation

of budgets to legislators and others, and provides consultation and advice to all department managers on budget development and monitoring.

- Directs the activities of the Administrative Services Division in all matters that involve fiscal, information services, construction project management, purchasing, facilities and fleet management.
- Represents the Director in consultations and presentations to the Governor and his staff, to legislators and legislative committees, the Board of Juvenile Corrections, and other state agencies and external stakeholders.
- As a member of the Leadership Team, is integral in the management of the overall operation of the department and in developing, evaluating, and revising financial and strategic plans.

POSITION REQUIREMENTS:

Requirements for this position include senior financial management and business experience; budgeting, financial forecasting/reporting, and fiscal control; extensive management experience which includes the supervision of professional-level staff; analyzing operational, management, or administrative problems to identify alternatives and implement solutions; and preparing and making presentations to groups.

PREFERRED QUALIFICATIONS:

- Education and/or executive experience in public administration including experience working collaboratively with stakeholders at all levels of government on public policy, state legislation, and the activities of state and county agencies.
- Demonstrated ability to administer a multifaceted program of support services including facilities management, purchasing as well as experience managing professional IT staff or IT resources.
- Experience serving as a prime spokesperson on business and financial matters and developing near and long-term financial strategies, objectives, and multi-faceted budgets.
- Excellent skills in leadership, negotiation, conflict resolution, consensus building, and public relations.

COMPETITIVE BENEFIT PACKAGE AVAILABLE:

- Health, dental, vision insurance
- Five weeks of vacation each year
- 12 days of paid sick leave annually with no maximum
- Ten paid holidays
- Wellness program
- Life insurance

- Retirement with 401K option
- Deferred compensation
- Employee Assistance Program
- 529 College Savings Plan available
- Possible relocation (moving) financial assistance

To learn more about the great state of Idaho, please [click here](#).

To learn more about the Department of Juvenile Corrections, please [click here](#).

HOW TO APPLY:

Submit a cover letter detailing your interest in the position and the specific skills and abilities you would bring to the job that would make you a top candidate. Include a resume demonstrating the experience/qualifications (as stated above) required for the position. Email, fax, or send the above information to:

Julie Cloud
Idaho Department of Juvenile Corrections
954 W. Jefferson
P.O. Box 83720
Boise, ID 83720-0285
Phone: 208-577-5440
Fax: 208-334-5120, Attn: Julie Cloud
Email: julie.cloud@idjc.idaho.gov

Closing Date: Friday, April 16, 2010

Hiring is done without regard to race, color, religion, national origin, sex, age or disability. In addition, preference may be given to veterans who qualify under state and federal laws and regulations. If you need special accommodations to satisfy testing requirements, please contact the Division of Human Resources.