



STATE OF OREGON  
invites applications for the position of:

# Principal Executive/Manager F (Financial Services Director)

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**JOB CODE:** OLCC14-0052

**OPENING DATE/TIME:** 11/07/14 12:00 AM

**CLOSING DATE/TIME:** 11/18/14 11:59 PM

**SALARY:** \$6,046.00 - \$8,917.00 Monthly

**JOB TYPE:** Permanent

**LOCATION:** Milwaukie, Oregon

**AGENCY:** Liquor Control Commission

**DESCRIPTION:**

The mission of the Oregon Liquor Control Commission (OLCC) is to promote the public interest through the responsible sale and service of alcoholic beverages. We balance our policies and practices so the needs of the various parts of the alcoholic beverage system are met in a socially responsible manner. We are committed to hiring, developing and retaining highly qualified, motivated employees from diverse backgrounds who are dedicated to providing excellent service to the citizens of Oregon.

The OLCC is seeking a highly motivated, collaborative and experienced financial professional to lead the Financial Services Division as its Director. The Director of Financial Services functions as the Chief Financial Officer of the OLCC. This position provides expert advice to the Executive Director and the Commissioners, is responsible for interpreting, developing and implementing all fiscal directives and laws, and serves as the agency's fiscal liaison with the Legislature, Legislative Fiscal Office and the Chief Financial Office.

**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:**

- Provides leadership in the formulation of all fiscal policy. Ensures through directives, consultation and advice that responsible fiscal procedures/internal controls are developed, implemented and followed, agency-wide. Responsible for interpreting and implementing all fiscally-related Commission, state and federal laws, policies and procedures. Coordinates activities of Financial Services Division with other divisions of the agency to insure minimum delay and optimum efficiency, accuracy and effectiveness.
- Conducts and coordinates through subordinate supervisory personnel, Financial Services Division activities and functions in compliance with agency purposes, goals, policies, standards and practices. Assigns or delegates responsibility for special work or functional activities; disseminates fiscal policy to managers.

Trains and evaluates performance of management personnel and reviews performance appraisals.

- 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. Encourages employees to value diversity and helps create a climate of mutual acceptance and understanding.
- Reviews and analyzes fiscal reports and records prepared by the Financial Services Division managers and staff. Confers with managers for planning division activities. Reviews status of division work through conferences with managers and through reading status reports. Is familiar with projects in process, effectiveness of fiscal systems, problems and remains alert to opportunities and potential changes.
- Functions as primary Commission spokesperson on all fiscal matters. Testifies at public forums about fiscal matters. Serves as primary fiscal consultant for the Commissioners, Executive Director, Deputy Director, and OLCC managers.
- Responsible for agency budget preparation and administration. Responsible for fiscal impact statements for proposed laws and major administrative actions or decisions. Responsible for revenue forecasting.
- Actively participates as a member of the Executive Committee and as a resource for the Collective Bargaining Committee.

### **WORKING CONDITIONS**

Duties require irregular work hours to meet deadlines. Requires ability to make presentations before legislative sub-committees regarding OLCC fiscal activities, systems, controls, processes and procedures to ensure that legislators understand the financial implications to the state of Oregon regarding OLCC activities. 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 insure appropriate financial reporting time lines are met. Requires ability to communicate with vendors, agents and other constituents regarding fiscal and statutory policies of the agency.

### **QUALIFICATIONS, REQUIRED & REQUESTED SKILLS:**

#### **MINIMUM QUALIFICATIONS**

**Four (4) years** of management experience in a public or private organization which included responsibility for each of the following:

- a) development of program rules and policies;
- b) development of long- and short-range goals and plans;
- c) program evaluation; **and**
- d) budget preparation.

#### **OR**

**Three (3) years** of management experience in a public or private organization which included responsibility for each of the following:

- a) development of program rules and policies;
- b) development of long- and short-range goals and plans;
- c) program evaluation; and
- d) budget preparation, **AND** 45-48 quarter hours (30-32 semester hours) of graduate level coursework in management.

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

#### **PREFERRED QUALIFICATIONS, COMPETENCIES, VALUES AND CERTIFICATION:**

- Executive level management experience, ideally within a regulatory agency
- Accounting experience within a government agency

- Licensed Certified Public Accountant
- Licensed Management Accountant
- Experience giving formal presentations to large and diverse groups
- Experience presenting financial information to decision-making bodies such as boards or state Legislature
- Ability to balance diverse interests and work successfully in a changing political environment
- Experience managing in a union environment that included hiring, reviewing performance, resolving grievances and applying progressive discipline
- Ability to develop and maintain relationships with key stakeholders in a political environment including executive and legislative officials
- High level of integrity
- Embraces diversity and multi-culturalism in the workplace

**ADDITIONAL REQUIREMENTS:**

This position requires independent judgment, concise and often rapid decision-making, the ability to elicit confidence and respect, an effective presentation style and a strong commitment to ethics. Entails appearing before legislative committees when the Legislature is in session and before special committees between sessions. Serves as the fiscal authority on a variety of committees throughout the state.

**ADDITIONAL INFORMATION:****\* TO APPLY \***

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

A **current resume** that clearly describes your experience, skills and/or knowledge related to the requirements of the position and demonstrates that you meet the minimum requirements of the position as listed above.

A **cover letter** explaining how your background, experience and training qualify you for this position. **Please describe your experience and training specifically as they relate to the preferred qualifications previously listed.**

Only complete applications will be considered. Be sure to answer all supplemental questions and attach any required documents.

The selection process will consist of a review of the materials provided and an evaluation of experience and training. Candidates most closely matching the preferred qualifications will be invited to interview.

**\* IMPORTANT NOTICE \***

To improve communication with all applicants, the state of Oregon is now requiring an e-mail address be provided on all applications.

If you do not currently have an e-mail address and do not know how to get one please refer to our Applicant Frequently Asked Questions web page, scroll to the "How to Apply for a Job" section, question #14 to view several links to internet providers where you can get a free e-mail account. The state of Oregon does not endorse any particular e-mail provider.

If you have questions about the recruitment & selection process contact Human Resource Analyst Annie Williams at 503-872-5154.

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.

For more information on veterans' preference points visit [www.oregonjobs.org](http://www.oregonjobs.org), and select veterans' preference.

The successful candidate for this position will be subject to a Criminal Records Check and fingerprinting.

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.

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

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**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 #OLCC14-0052  
PRINCIPAL EXECUTIVE/MANAGER F  
(FINANCIAL SERVICES DIRECTOR)  
AW

## Principal Executive/Manager F (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. Which of the following best describes the number of **graduate level (500 level or higher)** credit hours you have completed? If you have not completed coursework at this level, enter 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. 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

\* 4. Which of the following best describes the focus of your **graduate level coursework**?

- Business Administration
- Public Administration
- Other Related Education
- My graduate coursework is not related
- I have not completed coursework at the graduate level

\* 5. If you selected "Other Related Degree or Other Related Education" in question 3 or 4, please identify the **focus of your degree or graduate level coursework**. If you selected any other option, enter N/A.

\* 6. Which of the following best describes the extent of your **management** experience in public or private organization which included responsibility for **ALL of the following**: (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

\* Required Question