

Adjutant General's Department

3/4/2014

YOUR DIRECT LINK TO State Vacancies

POST &/or
Distribute

Postings have a direct link to the On-line Kansas job site where the job description and application information is provided.

APPLICATIONS MUST BE RECEIVED BY THE CLOSING DATE FOR CONSIDERATION.

All positions require a security check.

Wages listed on the website are the minimum starting wages & do not reflect present employee promotion or transfer pay rates.

Open to: **1-Present State employees of TAG Dept** **2-All State employees'** **3-Public**

<u>Location</u>	<u>*Open</u>	<u>Position</u>	<u>Title</u>	<u>Department</u>	<u>Closing Date</u>
Topeka	1,2,3	Unclassified Full-time	NEW Accountant IV Topeka, KS https://www.da.ks.gov/ps/pub/reginfo.asp?id=176888	State Comptroller - KDEM Topeka	March 9, 2014
Topeka	1	Unclassified Full-time	Physical Plant Supervisor II Topeka, KS https://www.da.ks.gov/ps/pub/reginfo.asp?id=176819	Public Works Topeka	March 4, 2014
Topeka	1	Unclassified Full-time	Fire Protection Crew Chief Topeka, KS https://www.da.ks.gov/ps/pub/reginfo.asp?id=176810	190 th ARW Topeka	Until Filled

To view online announcements directly from the electronic document, press control and click on the blue web link provided, or cut and paste the link into your browser's address bar. Complete position descriptions are available for all jobs from SHRO. You may also visit www.jobs.ks.gov and search by vacancy number for positions open to categories 1,2,3.

HOW TO APPLY FOR A POSITION AT THE ADJUTANT GENERAL'S DEPARTMENT

The application process has **4 STEPS**.

STEP 1: Register by completing the online Personal Data Form at <http://da.ks.gov/ps/aaa/recruitment/jobsteps.htm>

(Skip this step if you already have an Applicant ID number.)

STEP 2: Complete the official State of Kansas application form at <http://da.ks.gov/ps/aaa/recruitment/intro.htm>

STEP 3: Submit your online application to The Adjutant Generals Department. You may also submit a paper copy of your State of Kansas Employment Summary to: The Adjutant Generals Department, State Human Resource Office, 2800 SW Topeka Blvd, Topeka, KS 66611-1220.

STEP 4: Submit additional documents such as cover letters, resumes, transcripts, and/or certifications by e-mailing them to stephanie.k.burdett.nfg@mail.mil. Include your name and job requisition number on all correspondence when submitting documents. Contact Stephanie Burdett (785) 274-1460 for additional information. Your application will be considered incomplete and you may be found ineligible if you fail to submit the required documentation by the closing date of the vacancy announcement. The Adjutant General's Department is an Equal Opportunity Employer.

MEETING MINIMUM QUALIFICATIONS: In order to be qualified for any position with the Kansas Adjutant General's Department, the applicant **MUST MEET THE MINIMUM QUALIFICATIONS** for the specific position. These qualifications **MUST BE IDENTIFIED** on the application/resume. Failure to include the minimum qualifications on the application/resume may result in disqualification and the applicant will not be considered for the position.

IMPORTANT: Must have a valid driver's license and the ability to obtain and maintain a Department of Defense Security Clearance.

To Apply: Register your Personal Data and Apply online at www.jobs.ks.gov **OR** contact SHR, Adjutant General's Dept., 2722 SW Topeka Blvd, Topeka, KS 66611.
Stephanie Burdett: 785-274-1460

NOTE: On-line application and listing of **other State Vacancies** are available on the Internet, www.jobs.ks.gov

REQUIRED DOCUMENTS: The following documents must be submitted by the job closing date.

- State of Kansas Application Form: Send to Adjutant General's Department (Can be submitted on-line or as a paper application.)
- Kansas Tax Clearance Certificate: Apply at Kansas Department of Revenue's website at <http://www.ksrevenue.org/taxclearance.html>.
- Declaration of Employment Form: The information collected on this form is used to determine your acceptability for employment and your ability to obtain and maintain the appropriate security clearance status. The form can be accessed using the following internet link: [http://www.kansastag.gov/AdvHTML_Upload/files/TAG%20306\(1\).pdf](http://www.kansastag.gov/AdvHTML_Upload/files/TAG%20306(1).pdf).
- Not required but preferred: Cover Letter, Resume and Academic Transcripts may be sent to Stephanie Burdett, stephanie.k.burdett.nfg@mail.mil.

**Accountant IV
JFHQ - Comptroller's Office
Topeka, KS**

Requisition # 176888 - Closes March 9, 2014 - Job Summary: Unclassified, Full-Time, 40 hours per week, \$24.48 – 26.29 per hour. Position has some flexibility, based upon supervisor approval and assigned projects, to adapt work hours to four and one-half or four days per week. This position is eligible for all benefits offered to State of Kansas employees.

Job Description: The primary responsibility of the Accountant IV is to serve as the fiduciary agent concerning financial matters for the Kansas Division of Emergency Management (KDEM) and provides briefings and expert advice to the State Comptroller concerning matters of the Division. Assists in dealing with executive and legislative entities on agency fiscal matters. Organizes, develops and recommends fiscal policies and procedures to ensure optimum accountability of state resources and financial control. Responsible for SMART accuracy to ensure accountability for all funds, compliance with established accounting principles, state policy and procedures, and guidelines of federal agencies providing funding through cooperative agreements or grants.

Manages the KDEM accounting section. Provides financial status of KDEM to the Agency Comptroller, the Deputy Directory of Emergency Management and agency administrators through reports, briefings and conferences. Ensure data is current to preclude over spending of appropriations or limitations and are held within allocated fund limits. Prepare KDEM's portion of the annual SEFA report for the statewide single audit. Develops and directs the development of cash forecasts and future cost projections needed for federal and state budgeting purposes and decision-making purposes. Direct the preparation of annual salary projections and cash flow plans for all KDEM federal grants. Request required advances as authorized by the grants.

Administrative supervision of KDEM's Accounting Section. Provides technical assistance, advice and training to agency staff on accounting and fiscal policy and procedures and assists in the resolution of difficult accounting problems. Ensures subordinates work is complete and accurate and meets the requirements of the Department of Homeland Security, the Federal Emergency Management Agency (FEMA) and other appropriate federal agency's regulations. Prepares and/or directs all reports relating to Federal Governmental Grants and ensures timely submission of required financial summaries and reports to federal granting agencies and selected state agencies. Audits expenditure documents for proper account coding and delegate preparation of journal vouchers to adjust and close accounts. Authorizes purchase requests and voucher payments.

Supervises KDEM Augmentee employees and provides technical assistance, advice and training to the Augmentee staff on accounting, financial management and purchasing policy and procedures and assists in the resolution of operational problems. Develop operational sequences for timely administration of disaster grants. Completes compliance reports, compliance reviews and distributes informational material as required by FEMA to ensure that all Federal Disaster grant recipients are in compliance with FEMA's nondiscrimination regulations and with General Services Administration's List of Parties Excluded from Federal Procurement and Non-procurement programs.

How will I be screened? Prefer: A four -year degree in accounting, finance or business and/or experience in governmental accounting and/or federal grant administration. Knowledge and extensive use of the State Accounting System (SMART), including running reports. Ability to evaluate the soundness of financial practices and the compliance with state and federal laws and regulations. Ability to plan and direct a program of accounting and fiscal services and controls. Ability to plan and direct a procurement program. Ability to detect and reconcile discrepancies in financial records. Ability to organize and clearly express information in concise written and verbal form. Ability to exercise independent judgement in evaluating situations and making decisions. Ability to plan and project future operating needs. Good organizational work habits. Ability to establish and maintain effective working relationships with co-workers and representatives of other agencies or departments. Knowledge of the State of Kansas financial management system and the payroll system. Working knowledge of the Microsoft software package including Access, Excel and Word. Knowledge of state budgeting procedures. Desire expertise administering fiscal operations involving multiple funding sources and demonstrated proven experience preparing fiscal reports. Must possess current DL & pass FBI background check.

++SHR, Adjutant General's Dept., 2800 SW Topeka Blvd, Topeka, KS 66611, (785) 274-1391 or 1392.

To Apply: Register your Personal Data and Apply online at <http://da.state.ks.us/ps> OR
Submit a completed State of KS Employment Summary & Personal Data Form to the Contact indicated.

NOTE: Listing of other State Vacancies are available on the Internet, <http://da.state.ks.us/ps>.

PLEASE NOTE: In order to be qualified for this and any position with the Kansas Adjutant General's Department, the applicant **MUST MEET THE MINIMUM QUALIFICATIONS** for the position. These qualifications **MUST BE IDENTIFIED** on the application/resume. Failure to include the minimum qualifications on the application/resume may result in disqualification and the applicant will not be considered for the position.

Physical Plant Supervisor II Construction & Facilities Management, Topeka, KS

OPEN ONLY TO CURRENT STATE ADJUTANT GENERAL'S DEPARTMENT EMPLOYEES!

Job Summary: Full time, unclassified with benefits, state position, \$20.13 to \$22.16 per hour commensurate with qualifications and skill level. Exempt Position. Standard 40 hour work week scheduled Monday thru Friday between 7:00 AM to 3:45 PM. All application must be received by the closing date of 03/04/2014.

Job Description: Qualified candidate will have Three years' experience in construction or facility maintenance or a four-year degree in engineering or a closely related field, Two years of supervision in construction or facility maintenance, Prefer five years of supervisory experience.

Minimum and Preferred Qualifications: Requires a high school diploma or equivalent and journeyman experience or military training in construction or building trades, must have the ability effectively communicate (both orally and in writing) technical information to senior military personnel, state personnel, other state Agencies, and commercial businesses in order to present critical aspects of maintenance program in responses to data requests. Must have the ability to read, comprehend, and apply pertinent rules and regulations. Have the ability to establish and maintain effective working relationships with coworkers and representatives of other agencies or departments. General trade knowledge (construction) and general building maintenance knowledge desired, Overall comprehensive knowledge of Kansas National Guard functions and roles preferred, Knowledge of and two years active experience with a commercial grade work order system, Knowledge and skills in MS Office software. Must have the ability to organize and clearly express information in concise written form. Physical ability to lift and move objects weighing up to 80 pounds safely is required and the ability Physical and mental ability to pass a military driver's test is required. Physical and mental ability to work at heights up to 100 ft. is required. Position is subject to call back during non-duty hours.

PLEASE NOTE: In order to be qualified for this and any position with the Kansas Adjutant General's Department, the applicant **MUST MEET THE MINIMUM QUALIFICATIONS** for the position. These qualifications **MUST BE IDENTIFIED** on the application/resume. Failure to include the minimum qualifications on the application/resume may result in disqualification and the applicant will not be considered for the position.

Fire Protection Crew Chief 190th Air Refueling Wing, Forbes Field, Topeka, KS.

OPEN ONLY TO CURRENT STATE ADJUTANT GENERAL'S DEPARTMENT EMPLOYEES!

Requisition# 176810 - Job Summary: Full time, unclassified with benefits, state position, \$38,758.72 annualized salary, \$13.31 hourly rate based on 2,912 hours per year. 24 hour shifts. This position is **OPEN UNTIL FILLED**, so please get your applications in as soon as possible.

Job Description: Directs a crew in firefighting activities, working from specific orders from higher level supervisors at the scene and serves as the prime rescuer in crash/rescue operations. Instructs, directs and participates in practice drills and training classes. Directs the crew and participates in all aspects of fire prevention, public fire education, fire extinguisher and installed system inspections and maintenance. Assigns crew members and participates in station maintenance, i.e. cleaning equipment. Performs fire alarm communications center duties. Takes charge of all firefighting activities at the scene in the absence of a supervisor. Directs crew and complies with proper safety practices. Directs a crew and performs crew duties on a Haz-mat Response Team. Performs other related duties as assigned. Fights aircraft, wheeled vehicle, structural & wild land fires; hazmat response; communications centers monitoring; inspections; facility/fire vehicle maintenance; & training.

Minimum and Preferred Qualifications: Requires High School Graduate or GED, Three (3) years of firefighting experience, including or supplemented by 1 year of airfield firefighting. Certifications at Entry: a) Fire Fighter II, b) Airport Fire Fighter, c) Driver-Operator Pumper/ARFF/Tender, d) Haz-Mat Ops, e) Fire Instructor I, and EMS First Responder or EMT as appropriate.(and remain certified). Obtain Fire Officer I within 12 months and HAZ-Mat IC within 18 Months. Licenses: Valid Kansas Class A or B Driver's License.

PLEASE NOTE: Must have a valid driver's license and the ability to obtain and maintain a Department of Defense Security Clearance.

++SHR, Adjutant General's Dept., 2800 SW Topeka Blvd, Topeka, KS 66611, (785) 274-1391 or 1392.

To Apply: Register your Personal Data and Apply online at <http://da.state.ks.us/ps> OR Submit a completed State of KS Employment Summary & Personal Data Form to the Contact indicated.

NOTE: Listing of other State Vacancies are available on the Internet, <http://da.state.ks.us/ps>.