

FISCAL, GRANT AND RESEARCH MANAGER - Position# K0231601

This unclassified, full-time position is located in the Tourism Division, Office of the Secretary, Topeka, KS; and is directly supervised by Bridgette Jobe, Director of Tourism. Primary responsibilities are as follows:

BUDGETARY/FISCAL RESPONSIBILITIES -- Administers the Division's budget by providing direction and assisting program managers in identifying program budget expenditures and forecasting program revenue for budget preparation according to instructions from the Director. Prepares and processes payment vouchers and deposits in State fiscal system (SMART), in accordance with Division's budget and State fiscal system requirements. Communicates with Division staff as it relates to the Division's fiscal activity. Prepares the Division's annual fiscal year end closing. Serves as the Division's purchasing manager, this includes but is not limited to, drafting prior authorizations and creating purchase orders, as required by Department and State purchasing guidelines.

RESEARCH -- Works with the Director to determine appropriate metrics to measure effectiveness of initiatives and general health of the tourism industry. Collects, interprets and reports data on an ongoing basis. Prepares and provides written reports monthly. Assists in the development of and monitoring of research contracts for Division. Provides assistance to tourism industry in collection and analysis of tourism research and development of metrics.

SIGNAGE PROGRAM -- Administers the Division's Tourism Signage Program, this includes assisting and reviewing Attraction Signage applications, to insure compliance with regulations and guidelines. Works closely with representatives from Kansas Dept. of Transportation and 3rd party contractor (KS Logos, INC), regarding signage approvals and signage placement. Conducts site visits for signage compliance, as needed.

GRANTS MANAGEMENT -- Administers the Division's Attraction Development and Tourism Marketing Grant Programs and other grants as developed. Assists applicants with the grant guidelines and application processes. Assists with the evaluation of grant applications and guides the grant award process. Provides reports on Division grants for the Director.

CONTRACT MANAGEMENT -- Reviews Division's contracts, keeping Director current on renewal periods, contract end dates, and time periods for contract RFP processing. Reports monthly on contract expenditures to date and encumbrance balances. Provides assistance to contract vendors as it relates to their contract and billing needs. Works with Agency legal staff, as needed.

SPECIAL PROJECTS/OTHER MANAGEMENT TASKS -- Attends Division weekly management meetings to provide input, updates on on-going tasks. Completes special projects as requested by the Director of Tourism.

BENEFITS: Beginning hourly rate, \$22.71/hour; group health and life insurance; retirement; optional deferred compensation, dental and vision options; holidays; and sick, vacation, and parental leave.

MINIMUM REQUIREMENTS: One year of experience in one or more of the following fields as appropriate based upon the duties of the position: Accounting, Fiscal Analysis, Economic Development, Business Management, Marketing, or other related field. Education may be substituted for experience as determined relevant by the agency. The successful candidate must possess a valid driver's license and pass a background check.

ADDITIONAL QUALIFICATIONS/SKILLS/ABILITIES: Candidates possessing a bachelor's degree in a field related to tourism research, accounting, economic/tourism development, business management, or marketing are preferred. The successful applicant must also have a mix of computer database, spreadsheet, office equipment, business communication, and word processing knowledge. Applicants having experience with the SMART process are preferred. Applicants must possess the ability to communicate effectively with others. The successful applicant will be innovative and a resourceful self-starter able to work with minimal supervision and demonstrate organizational skills.

HOW TO APPLY: Go to the State Employment Center at <https://admin.ks.gov/services/state-employment-center> and follow the directions below:

- Click on **Jobs** on the left hand side of the screen and then click in the middle under the Sunflower. From there either **Sign in** to your existing account or **Register** for a new account.
- **Review and complete** your contact information on the **My Contact Information** page. Please make sure to include your **email address**.
- **Upload documents** listed in the **Required Documents** section of this job posting to the appropriate location.
- **Complete and Submit** your application.
- **Check** your **email** and **My Job Notifications** for written communications from the Recruiter.
 - **Email** - the **email** listed on the **Careers>My Contact Information** page.
 - **Notifications** - view the **Careers>My Job Notifications** page

The following are the required items to apply:

- 1) a letter of interest
- 2) a detailed resume; **including a valid e-mail address**
- 3) transcript material, if applicable, (copies of official transcripts or unofficial student copies are acceptable as long as degree is conferred)
- 4) employment application
- 5) an Authorization to Release Information form** (this can be found at the following website):
<https://www.ksoutdoors.com/news/KDWPT-Info/Jobs/Employment-Application-Additional-Info> and,

***Please note, this form must either be witnessed and signed by a Kansas Department of Wildlife, Parks and Tourism employee or signed in front of and notarized by a notary public. We reserve the right to conduct a background check on all qualified applicants.*

6) Kansas Tax Clearance Certificate

Kansas Tax Clearance Certificate: Each applicant applying for a State of Kansas job vacancy must obtain a State Tax Clearance Certificate by accessing the Kansas Department of Revenue's website at <https://www.ksrevenue.org/taxclearance.html>. A [Tax Clearance](#) is a comprehensive tax account review to determine and ensure that an individual's account is compliant with all primary Kansas Tax Laws. Applicants are responsible for submitting their certificate with all other application materials to the hiring agency. This is in accordance with Executive Order 2004-03.

Incomplete applications will not be considered. A complete application packet must be submitted for each position. We no longer make copies of previous applications. Submitted application materials will be reviewed in Pratt to assure that the position minimum requirements are met, and those meeting the minimum requirements will be forwarded to the respective division for interview selection.

Applicants are notified whether or not they are selected to interview. The interview is generally a one-time, panel interview consisting of position-specific questions for all applicants (same questions for each applicant), with the selection being made after all candidate interviews are completed.

Veterans' Preference Eligible (VPE): Former military personnel or their spouse that have been verified as a "veteran" under K.S.A. 73-201 will receive an interview if they meet the minimum requirements of the position. The veterans' preference laws do not guarantee the veteran a job. Positions are filled with the best qualified candidate as determined by the appointing authority. Additional VPE information can be found at <https://admin.ks.gov/services/state-employment-center/veterans>. Applicants claiming veterans' preference for the first time must mail a copy of your DD-214 to the Office of Personnel Services, 900 SW Jackson, Room 401-N, Topeka KS 66612, or FAX to 785/291-3715.

DEADLINE TO APPLY – POSTMARK: July 31, 2020

The Americans with Disabilities Act ensures your right to reasonable accommodations during the employment process—individuals with disabilities are encouraged to contact the agency recruiter if reasonable accommodations are needed for any part of the application or hiring process. Equal Opportunity Employer. Women and minorities are encouraged to apply. Veteran's Preference Eligible.