

Department of Public Safety Standards and Training

Business Services Manager (Principal Executive/Manager D)

IMPORTANT: A cover letter is required in order to be considered for this position. Please see the requirements in the “How to Apply” section below.

- This is one, regular, full-time position located in Salem, OR (4190 Aumsville Hwy SE).
- This recruitment will be used to establish a list of qualified applicants and may be used to fill future vacancies.
- This position is management service, and therefore not represented by a union.

What you will be doing:

The primary purpose of this position is to serve as the agency’s Budget and Procurement Manager, which includes Budget, Procurement, and Purchasing. Acts as the agency’s budget manager, monitor agency-wide budget execution, direct and manage the agency’s procurement and contracting functions, and to direct and manage activities related to inventory control and asset management. Has principal accountability with direct program and/or administrative responsibilities over Budget and Procurement. This position reports directly to the division Director. This position plans, develops, and implements strategic goals and objectives to meet the agency’s immediate needs and overall mission.

For a complete position description, please email Tiffany Ball at tiffany.ball@dpsst.oregon.gov

About DPSST:

The Department of Public Safety Standards and Training (DPSST) oversees the development of professional standards and the delivery of quality training for law enforcement officers, corrections officers, parole and probation officers, firefighters, telecommunicators, and emergency medical dispatchers. DPSST is also the regulatory agency that enforces employment and training standards for the above listed public safety disciplines and licenses proprietary security managers, security contractors and officers, polygraph examiners, and private investigators.

What's in it for you:

- Free parking!
- Work/life balance and 10 paid holidays a year, and competitive benefits packages. [Click here](#) to visit our full benefits website.
- You also get to live, work and play in [Oregon](#) where you have four beautiful seasons and access to beaches, mountains and the high desert.
- ***This is a Police & Fire PERS participating position. Employees who are Public Employee Retirement System (PERS) participating members will have their base salary increased by 6.95% and pay a 6% employee contribution to PERS; the salary range noted above reflects base salary only.***

Minimum Qualifications:

We are looking for a collaborative and seasoned leader with:

Supervision and Management

Six years of experience in supervision, staff-technical, or professional-level work. Two years of this experience must have included supervision and management of a program, section, or unit which included: a) development of program rules and policies, b) development of long- and short-range goals and plans, c) program evaluation, and d) budget preparation.

(NOTE: A Bachelor's degree or equivalent course work (144 quarter or 96 semester hours) in a field related to management, such as Business or Public Administration, or a field related to the program of the employing agency, may be substituted for three years of the required experience, but will not substitute for the two years of specialized experience.)

OR

Program/Project Leader

Six years of experience in supervision, staff-technical, or professional-level work. Two years of this experience must have included program/project leader responsibility involving one or more of the following areas: a) development of program rules and policies, b) development of long- and short-range goals and plans, c) program evaluation and/or project evaluation, or d) monitoring and controlling or preparing a budget.

(NOTE: A Bachelor's degree or equivalent course work (144 quarter or 96 semester hours) in a field related to management, such as Business or Public Administration, or a field related to the program of the employing agency, may be substituted for three years of the required experience, but will not substitute for the two years of specialized experience.)

Requested skills:

Please address each of these skills in your cover letter.

- Experience in either payroll, accounting, or auditing at a professional level
- Experience working in a public sector legislative/budget process, to include the development of an agency requested budget and moving forward through implementation and adoption
- Knowledge of budget management principles and techniques and state procurement procedures, including ability to formulate fiscal and budget policy and strategies needed to meet legislative direction and agency priorities.
- Ability to collect, organize and evaluate information to produce recommendations for action
- Experience with directly supervising others; including planning, organizing, directing, staffing, and coordinating day-to-day activities
- Strong commitment to professional and ethical standards, with an ability to think and act strategically and use diplomacy and discretion and offer sound judgment
- Ability to cultivate and maintain a positive, professional, diverse, culturally competent, and learning-focused work environment.

Preference may be given to candidates who possess the following skills:

- **Current state employees**
- **3 years of management experience with the State of Oregon**

- **Within the last 15 years, having 10 years of experience in either payroll, accounting, or auditing at a professional level within Oregon State Government**

Additional Requirements

Successful candidates for this position will be subject to a full background investigation. Adverse background information will be reviewed and could result in withdrawal of a conditional job offer or termination of employment.

The State of Oregon is requiring all executive branch employees to complete their COVID-19 vaccination series by October 18, 2021 or six weeks after FDA approval of the vaccines, whichever is later, unless the employee receives a medical or religious exemption/accommodation. New employees must submit vaccination documentation or be approved for an exemption/accommodation by October 18, 2021 or six weeks after FDA approval, whichever is later. For more information, visit https://www.oregon.gov/gov/Documents/executive_orders/eo_21-29.pdf.

How to Apply:

- [Click Here to Apply!](#)
- **Attach a cover letter** (please address your cover letter to **hiring manager, Brian Henson**). Your cover letter must be limited to no more than three (3) pages describing how you meet the requested skills for this position (be sure to reference each requested skill separately).
- **After you submit your application, be sure to respond to the public records request (PRR) authorization and gender identity question.** This screen will come after you submit and will complete the process. **If you are an employee, the tasks will come to your Workday inbox.**
- If you are a **veteran**, the task to claim preference will come after the PRR and gender identity tasks. **For privacy reasons**, please **do not attach** your DD214/DD215/civil service preference letter to your application or combine it with any other required document attachments. We will ask you for your documents later in the process. If you need time to locate or order your documents from the VA, please contact the recruiter at the phone number or email under the 'Need help?' section below.

Questions/Need Help?

- For questions about the application process, contact Tiffany Ball at (tiffany.ball@dpsst.oregon.gov) or 503-378-4438. Please be sure that you include the job announcement number.

Please ensure you've provided a thorough and updated application as it pertains to the position for which you are applying. Your application materials will be used to determine salary based on a pay equity assessment. For further information, please visit the [Pay Equity Project](#) homepage.

Pay and benefits on all job announcements may change without further notice.

THE DEPARTMENT OF PUBLIC SAFETY STANDARDS AND TRAINING IS COMMITTED TO AFFIRMATIVE ACTION, EQUAL EMPLOYMENT OPPORTUNITY AND WORKPLACE DIVERSITY.

Women, minorities, people with disabilities, and veterans are encouraged to apply.