

Closing Date	9/6/2023
Salary	\$19.631/hr
Job Type	Full-Time/Permanent
Position	Administrative Programs Officer I (#03166106)
Location	Lincoln, NE
Division	Military Department (The Adjutant General)

- Stable employment and hours with regular salary increases
- Thirteen paid holidays per year
- Competitive benefits, paid time off, and retirement, agency free parking and flexible work schedules
 - o 79% employer-paid health insurance with four plans and coverage levels to choose from; a stipend for retired military eligible for TRICARE
 - o Dental, vision, long and short-term disability, flex spending and health savings accounts, employee assistance program, employee discount program, and more!
 - o Generous vacation and sick leave earnings each year (starting at 12 days each!), plus a variety of other leave types
 - o 156% state-matched retirement for state plans
 - o \$20,000 term life insurance at no cost to you, with additional supplemental life insurance options
 - o Wide variety of professional development opportunities
 - o Dependent Tuition Reimbursement Program with six Nebraska community colleges!
 - o Veteran's Preference & Military Spouse Transition Program
 - o Public Service Loan Forgiveness Program through the federal government possibilities

Examples of Work:

Monitors/authorizes budget/grant expenditures for program-administrative functions assigned; reviews and evaluates actual and projected costs and other information pertinent to budgetary/grant requests and coordinates or consolidates and recommends approval to the immediate supervisor to ensure budget/grant requirements are met.

Establishes and maintains proper systems of accounting and purchasing. Ensures accuracy of records and compliance of transactions with established policies/procedures.

Assists in the preparation of the agency's budget by gathering input from agency administrators/managers, preparing draft documents for review/approval by higher authorities. Reviews budgetary allotment records in the control of expenditures.

Processes, tracks, retains, and shares information and documents related to budgeting, requisitioning, purchasing, and controlling expenditures. Receives/processes purchasing requests, secures estimates for needed supplies/materials/services, chooses vendors, and enters contracts and receipt of goods into the procurement system. Resolves administrative problems with managers, other state agencies, contract bidders and vendors when items need to be replaced.

Examines/monitors operations for compliance to policies, procedures, and processes to provide guidance to agency employees, State and local government officials and employees, and the public to ensure proper application of these directives and processes; evaluates current/proposed policies, procedures, and processes pertinent to program-administrative functions to determine their utility and effectiveness and recommend modifications and improvements.

Training to develop support for Budget Officer III. Other duties as assigned.

Qualifications/Requirements:

Minimum Qualifications Required: Associate degree in public or business administration, accounting, or any discipline related to the work assigned. One year of experience in administrative, business management or technical support work including collecting and interpreting statistical, financial, program, or administrative data; or interpreting laws, rules, regulations, and processes. Experience may substitute for education on a year-for-year basis.

Other/Special Note: Background check will be required. Prior to any job offer being made, all certifications, diplomas and references will be verified, and any falsehoods will disqualify the applicant. Applicant may be required to pass a criminal background check. Incumbent must also achieve and maintain an appropriate level security clearance; failure to do so may result in termination of employment.

Knowledge, Skills, and Abilities required:

Knowledge of administration and management principles and practices; business operations including payroll, purchasing and inventory; research and administrative survey techniques; the principles and practices of budgeting, accounting, and fiscal control; personnel management practices; business computer and communication systems; departmental software programs/systems; technical processes and procedures; supervisory practices and techniques; work planning and organizing; federal and State laws and regulations that govern the work assigned.

Skill in operation and maintenance of computer equipment and other office machines; using a variety of advisory and statistical data such as technical operating manuals, policies, procedures, financial and budgetary reports; prioritizing/organizing work; data analysis and problem solving.

Ability to communicate in person, and by telephone, computer, email, and correspondence to exchange information and ideas and to promote agency needs, plans, and objectives; interpret policies, regulations, and other guidelines; interact with managers/employees of the employing agency, other governmental and organization representatives, and the public, to gain their cooperation and establish work relationships; conduct research activities and summarize technical data and conclusions into reports; study problem areas, analyze relevant data, and formulate alternative courses of action; interpret and apply directives and instructions pertinent to assigned work; apply management practices, theories, techniques and methodologies; learn the goals, policies, and operations of the employing agency related to assigned work; prepare various budget/financial/administrative reports using computer software applications.

Instructions for Applying

Important points to remember when applying:

- The employment application is required and is the primary source of information used to determine if you meet the minimum requirements of the job.
- Please make sure your application is complete. Incomplete applications are rejected.
- You will have the opportunity to attach a resume, however it should not be used to replace any information asked for on the official application.
- **Please be complete.** You will not be allowed to change your application after you have applied for a position, and you cannot re-apply for the same position unless it is posted again.
- When you have successfully applied for a job, you will receive an instant e-mail confirmation notice.

We encourage you to use the Search feature to find jobs that are available in a particular location or a job that matches your work experience.

Applicants who need accommodation in the selection process should request this in advance. Requests can be made by contacting the Nebraska State Personnel Office, 1526 K Street, Suite 100, Lincoln, NE. (402)471-2075.

These positions are subject to application of Veterans' Preference.

To Apply: Applications must be made through www.statejobs.nebraska.gov.