
Classification Description

Title: Budget Coordinator

Pay Range: 539

Job Code: 1201

Employee Group: Non-Represented

Established: 10/08

Revised: 4/14

EEO Category: Professional

FLSA Status: Exempt

DESCRIPTION

The classification establishes, coordinates, prepares and manages Metro's annual budget creation process and assures compliance with Oregon Budget Law.

DISTINGUISHING FEATURES

DUTIES AND RESPONSIBILITIES

1. Develops, proposes, and implements budget preparation policies and procedures. Assures that key budgetary issues are addressed and reported to Council President, Chief Operating Officer, Deputy Chief Operating Officer, and Business Services Director. Prepares formal budget documents and distributes documents within Metro and to external stakeholders. Assures that process and reporting activity are in compliance with laws.
2. Manages and monitors budget through the fiscal year assuring that department expenditures are tracked and reported. Supports departments in making amendment requests and presents amendment requests to Metro Council.
3. Responsible for annual cost allocation plan, creation, review, presentation and reporting to federal oversight agency.
4. May assist Capital Projects Coordinator to support departments with CIP requests.
5. Supports collective bargaining process with timely budget estimates.
6. Assists in audits. Prepares financial analysis as needed and provides expert budget input to PeopleSoft management team.

It is the responsibility of all Metro employees to:

1. Actively participate on committees and/or attend meetings as assigned.
2. Fulfill Metro's core values of public service, excellence, teamwork, respect, innovation and sustainability. This includes, but is not limited to:
 - Build and maintain positive relationships and contribute to a positive team atmosphere; engage others in ways that foster respect and trust
 - Encourage and appreciate diversity in people and ideas – seek to understand the perspectives of others

- Provide excellent customer service – assist the public, public officials and agency partners, and other employees in a professional and courteous manner with the goal of meeting or exceeding expectations
 - Practice continuous improvement - research new possibilities, contribute ideas and stay current in field of work
 - Demonstrate sustainable practices in applicable field and generally for resource use and protection
 - Work assigned schedule (if applicable); exhibit regular and predictable attendance
 - Practice safe work habits
 - Comply with Metro and Metro’s visitor venues policies, procedures and applicable work rules; applicable law and collective bargaining agreements as appropriate
3. Perform assigned duties during an emergency situation.
 4. Perform other duties as assigned.

JOB SPECIFICATIONS

Education/Licensing and Work Experience:

- A Bachelor’s degree in a field related to assigned responsibilities
- Either:
 - Related advanced degree or professional certification
 - Six years of directly related and progressively responsible experience
- Any combination of education and experience that provides the necessary knowledge, skills, and abilities to perform the classification duties and responsibilities

Knowledge, Skills and Abilities:

- Oregon Budget Law
- Financial analysis techniques
- Cost allocation principals
- Federal indirect cost rate policies and guidelines
- Interpret and apply state budget law and ambiguous language accurately
- Lead a finance team through the budget process and assure a legal transparent efficient process
- Apply strategic thinking to planning and budget creation
- Create and present effective presentations that communicate complex financial information to policy makers; presentations are frequent
- Project management and training
- Use of discretion and decision making
- Creativity
- Leadership, interpersonal skills and teamwork
- Customer Service
- Negotiation and mentoring
- Reading, writing, understanding and speaking English
- Perform all position essential duties and responsibilities

- Fulfill Metro’s core values of public service, excellence, teamwork, respect, innovation and sustainability
- Work assigned schedule and exhibit regular and predictable attendance
- Work in a safe manner and follow safety policies, practices and procedures
- Comply with Metro and Metro’s visitor venues policies, procedures and applicable work rules; applicable law and collective bargaining agreements as appropriate

Additional Requirements:

- Successfully pass the background checks and screening requirements required for the position

SUPERVISION RECEIVED

Receives general direction from the Budget and Finance Manager.

SUPERVISION EXERCISED

May lead or supervise lower level professionals.

RELATIONSHIPS/CONTACTS

Contact with general public to provide information about budget, CIP, and/or financial analysis. Contacts with contractors, public agencies, and the Tax Supervising and Conservation Commission to provide budget information and analysis for Metro-related financial matters.

Contact with all levels of Metro managers to give direction on budget and debt issues. Inform CFO of budget development issues and to make policy recommendations. Presentations to Metro Council and Senior Management Team to report on budget, debt, and financial issues.

TOOLS AND EQUIPMENT; PROTECTIVE CLOTHING

WORK ENVIRONMENT

Duties are primarily performed in an office, meeting, council, or field environment. Travel, weekend and evening meetings may be required.

The classification description indicates the general nature and level of work of positions grouped within this classification; it is not intended to be a comprehensive inventory of all duties and responsibilities, job specifications, work environment or other characteristics of a specific position. The classification description is not an employment agreement between the employee and Metro or Metro’s visitor venues and is subject to change by Metro. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.