

Metro Classification Description

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| Class No. | 1202 | Established: 10/08 |
| Title: | Capital Projects Coordinator | Revised: |
| Pay Grade: | 539 | |
| Bargaining Unit | Non-Represented | |
| FLSA Status: | Exempt | |

GENERAL SUMMARY

The Capital Projects Coordinator coordinates, prepares and monitors Metro's Capital Improvement Plan, assists in establishing, coordinating and monitoring the annual budget, and is the budget analyst for FAS, providing policy support budget development and monitoring and financial analysis. The classification provides agency-wide project management support; Leads the Five-Year Planning Process and forecasts and monitors excise tax receipts; and is a departmental budget liaison.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from Budget and Finance Manager. May lead or supervise other professional, administrative staff, or interns.

ESSENTIAL FUNCTIONS/MAJOR RESPONSIBILITIES

The essential functions/major responsibilities listed are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position. Duties and responsibilities are also subject to change by the employer as the needs of the employer and requirements of the job change.

1. Coordinates the capital budget development process, and assures that the process is consistent with Metro's policies. Assists departments with policy and technical issues, analyzes department budget requests and reports findings to Business Services Director, Deputy Chief Operating Officer, and Chief Operating Officer.
2. Monitors, maintains and improves processes within the five year CIP plan. Maintains the plan's annual calendar, and provides required documents to departments, and maintains the CIP manual as improvements are made. Prepares the CIP portion of the general budget, along with departmental CIPs.
3. Provides required reports on the CIP, and coordinates adjustments according to Metro policies and Oregon Budget Law.
4. Develops and maintains the consolidated general fund's replacement and renewal program to assure full funding of renewal and replacement projects.
5. Assists departments with budget preparation, analyzes department budget requests for compliance with policy, procedure, or law. Assists in budget document creation, attends and participates in budget meetings with Council President, Chief Operating Officer, Deputy Chief Operating Officer, Business Services Director, and budget coordinator. Recommends policies and provides necessary analysis.
6. Attends Council budget meetings to track issues and answer questions as needed.
7. Acts as financial manager of central services departments' budgets. Analyzes budget activity. Assures sound financial management practices and forecasts expenditures

and trends. Prepares, or oversees preparation of, budget adjustments. Reviews department requests and prepares ordinance. Reviews for completeness and compliance with legal requirements.

8. Provides support to Labor Relations as needed.
9. Participates in Financial Management Team.
10. Provides expert financial analysis for Metro projects as needed.

SECONDARY FUNCTIONS

1. Performs related duties as assigned.

INTERPERSONAL CONTACTS

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

Contact with all levels of Metro managers to give advice and or direction on policy, financial issues, or RLI issues. Informs CFO of budget development issues and to make policy recommendations. Presentations to Metro Council, COO, Deputy COO, and CFO to provide analysis and recommendations. .

WORKING CONDITIONS

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

SPECIFIC JOB SKILLS

Knowledge of Oregon Budget Law. Knowledge of financial analysis techniques. Knowledge of cost allocation principals. Knowledge of federal indirect cost rate policies and guidelines and the ability to interpret ambiguous language accurately. Ability to interpret and apply state budget law and lead a finance team through the budget process and assure a legal transparent efficient process. Ability to apply strategic thinking to planning and budget creation. Ability to create and present effective presentations that communicate complex financial information to policy makers. Skill in project management.

MENTAL AND PHYSICAL REQUIREMENTS

The position requires continuous sitting and hearing. Frequent talking, walking, standing, fingering, repetitive motions of the hand and wrist and handling, are required. Mental activities required this job include continuous use of discretion, decision making, creativity, leadership, and interpersonal skills. Customer Service, negotiations, mentoring, training, and presentations are frequent. Reading, writing, understanding and speaking English is required. Other skills required for this position include continuous use of interpersonal skills and teamwork.

EDUCATION AND/OR EXPERIENCE

A Bachelor's degree in a field related to assigned responsibilities and, either, a related advanced degree or professional certification, and six years of directly related and progressively responsible experience or any combination of experience and education

that demonstrates the applicant has the desired skills, knowledge and ability to perform the job.

NECESSARY SPECIAL QUALIFICATIONS