

Employment Opportunities

600 NE Grand Ave.
Portland, OR 97232-2736
503-797-1570
www.oregonmetro.gov/jobs



Deputy Director Finance and Regulatory Services

Internal and general recruitment

Status:	One full-time position
Department:	Finance and Regulatory Services
Work location:	600 NE Grand Ave., Portland, Oregon
Salary range:	\$112,519 - \$163,164 annually This position is not represented and is exempt
Recruitment number:	FRS-1451-April10
Application deadline:	April 29, 2010

Internal applicants must be current employees of Metro or MERC having regular, regular part-time or temporary employment. Temporary employees employed by Metro or MERC must have gone through a competitive selection process for the position currently held. Regular employees must have successfully completed their initial probationary period.

Please carefully follow application procedures at the end of the announcement.

Background

Metro is a charter-based regional government that serves 1.5 million people who live in the 25 cities and three counties of the Portland metropolitan area. A regional approach is important when it comes to protecting open space, caring for parks, planning for the best use of land, managing garbage disposal and increasing recycling. Metro oversees world-class facilities such as the Oregon Zoo, which contributes to conservation and education, and the Oregon Convention Center which benefits the region's economy. Metro's services protect the nature and livability of our region. Metro's proposed budget for FY 2010-11 is \$425 million with an operating budget of \$350 million.

Position summary

The Deputy Director for Finance and Regulatory Services (FRS) reports to and works in partnership with the Director of FRS to manage the agency's primary business services and oversight of the regional solid waste system. FRS provides accountability in revenue collection and expenditure processing, cash management and financial reporting. FRS coordinates the preparation, adoption and execution of the agency's annual budget and capital improvement plan, including debt management and long-range financial planning. FRS administers Metro's Risk Management program and coordinates the agency's decentralized procurement system, overseeing Metro's contracting and managing the minority, women and emerging small business activities. FRS also regulates solid waste facilities to protect the public and the environment and to assure financial responsibility. FRS directs solid waste rate setting and monitors tax compliance.

The initial portfolio of the Deputy Director will include the major program areas of accounting and financial reporting, procurement and evaluation and oversight of the enterprise application, currently PeopleSoft. The Deputy Director will also oversee the preparation of the FRS annual department budget and monitor and control its expenditures. The Deputy will be a key member of the department's management team and will work closely

with the agency's Senior Leadership Team and its elected officials. The Deputy Director will represent the department in the absence of the Director.

Essential job duties

An employee in this position must be able to perform all of the essential job duties listed below with or without reasonable accommodation; however, this list is not intended to include all of the specific tasks which an employee in this position may be expected to perform.

- Plans, organizes and directs services and/or functions of assigned portfolio (accounting and financial reporting services and procurement services). Establishes, implements and monitors policies and procedures for effective, efficient operations.
- Evaluates internal departmental systems to ensure maximum efficiency and effectiveness: develops and establishes department policies and code revisions.
- Prepares documents, interprets department rules and directives, reviews contracts and resolves contract disputes. Ensures compliance with Metro code and relevant laws.
- Responds to various operational problems and determines appropriate action or resolutions.
- Oversees the development of the FRS annual budget for all areas; monitors expenditures and recommends adjustments as appropriate; oversees controls to ensure expenditures are in legal compliance and within limits authorized through the budget.
- Provides full supervision over supervisory, professional and technical positions with executive responsibility for hiring, promoting, transferring, assigning, evaluating performance, initiating salary action, handling grievances, disciplining, and discharging employees.
- Collaborates with department director in establishing strategic direction, and guides processes for critical functions and programs within FRS and within Metro; consults with elected officials and senior management on agency and cross-functional issues.
- Manages special projects or studies to meet the overall direction and objectives. An initial major project will include the evaluation of the enterprise system requirements to meet Metro's future business needs.
- Acts as the department director in the director's absence.
- Performs other related duties as assigned.

Minimum Requirements

Bachelor's degree in public administration, accounting, finance or a related field; additional consideration will be given to candidates with advanced degrees and/or licenses; and

- seven to ten years' specialized experience or operational management of the business functions of a major program, agency or company; including
- three-to-five years' experience meeting governmental accounting standards; and
- recent experience as a business process owner or functional expert for an integrated financial management (ERP) system; or
- any combination of experience and education that provides the necessary skills, knowledge and ability to perform assigned tasks.

Knowledge, skills and abilities

- Knowledge of principles and practices of general, fund and governmental accounting including financial statement preparation, methods of financial control and reporting and governmental accounting standards and requirements.
- Knowledge of internal control and audit principles and practices.
- Knowledge of business or ERP application fundamentals.
- Knowledge of the principles and practices, legal requirements, regulations, and laws applicable to public budgeting and procurement.
- Knowledge of management theory and the principles and practices of supervision.
- Knowledge of project management principles and practices.
- Ability to analyze and evaluate business processes; develop and implement process improvements.
- Ability to prepare and present clear, concise and comprehensive information, appropriate to both technical and non-technical audiences.
- Skill to build and sustain strong, results-oriented work teams.

- Skill to establish and sustain effective working relationships with all levels of Metro, including elected officials, management, employees and the public; ability to act tactfully and effectively when encountering sensitive, complex and confidential situations.
- Skill and ability in using computers and major business and specialized software programs.

Benefits: Metro provides generous health care benefits that vary depending on the plan the employee chooses, bargaining unit affiliation, and employment status. Metro participates in the Public Employees Retirement System (PERS).

Immigration law notice: Only US citizens and those authorized to work in the United States will be hired. All new employees will be required to complete and sign an employment eligibility form and present documentation verifying identity and employment eligibility.

Equal employment opportunity: All qualified persons will be considered for employment without regard to race, color, religion, sex, national origin, age, marital status, familial status, gender identity, sexual orientation, disability for which a reasonable accommodation can be made or any other status protected by law. Assistance will be gladly provided upon request for any applicant with sensory or non-sensory disabilities.

Veterans' preference: Under Oregon Law, qualified veterans may be eligible for veteran's preference in application for Metro/MERC positions. If you are a veteran, or disabled veteran, and would like to be considered for a veteran's preference for this job, check the appropriate box on the Metro employment application. **To qualify**, veterans must provide appropriate documentation along with their application materials before the application deadline date listed on the job announcement: Veterans: Submit 1) a completed Metro Veterans' Preference form and 2) a copy of your DD-214 or DD-215 indicating discharge status. Disabled Veterans: Submit 1) a completed Metro Veterans' Preference form, 2) a copy of your DD-214 or DD-215 indicating discharge status and 3) your public employment preference letter from the US Department of Veterans' Affairs.

Application procedure

This position opens to internal and general candidates on April 1, 2010.

To apply, submit the following

1. **Resume, including dates of employment**
2. **Cover letter describing your experience as it directly relates to the minimum qualifications and essential duties of this position.**
3. **List of five work-related references with current telephone and electronic contact information. References must be familiar with work you performed within the last ten years.**
4. **Metro/MERC standard application form**

Note: If you do not include all of these materials, your application will be incomplete and will not be considered.

Submit your application

Deadline: 5 p.m., April 29, 2010

E-mail: jobs@oregonmetro.gov
Please include the word "Application" in the subject line of your e-mail. Electronic attachments must be in MS Word or PDF format. We are unable to download ZIP files.

Mail or drop off: Metro Human Resources Department
600 NE Grand Ave, Portland, OR 97232

Fax: 503-797-1798

Important notes about your application

- Applications received after the deadline will not be considered.
- The date and time of our e-mail/fax system will be used to determine if application materials are received by 5 p.m. on the deadline.
- Any unsolicited materials will not be considered. All materials submitted become the property of Metro and will not be returned.

Follow-up

After the application deadline, it usually takes about three to four weeks before the hiring manager selects those individuals who will be interviewed. You can find out the status of a position for which you've applied by: (1) calling the job hotline at (503) 797-1777 and listening for the recruitment update prompt; (2) accessing Metro's website at www.oregonmetro.gov/jobs and clicking on the Recruitment Status Updates link. Weekly recruitment status updates will be posted on the job hotline and web site every Friday.

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