

# Employment Opportunities

600 NE Grand Ave.  
Portland, OR 97232-2736  
503-797-1570  
[www.oregonmetro.gov/jobs](http://www.oregonmetro.gov/jobs)



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## Senior Management Analyst

### Internal and general recruitment

<b>Status:</b>	One full-time limited duration position Duration: approximately three years
<b>Department:</b>	Planning and Development
<b>Work location:</b>	600 NE Grand Ave., Portland, Oregon
<b>Salary range:</b>	\$54,419.16 - \$72,799.65 annually This position is represented by AFSCME 3580 and is exempt
<b>Recruitment number:</b>	PD-0335-Oct09
<b>Application deadline:</b>	Open until filled. Resume review will begin on November 18, 2009

**Internal applicants** must be current employees of Metro or MetroERC having regular, regular part-time or temporary employment. Temporary employees employed by Metro or MetroERC 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.**

### Position summary

Performs complex technical and financial duties including budgeting, financial analysis, contract administration, accounting and procurement. Supervision is received from the Budget & Finance Manager.

### 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.

- Conducts review and analysis of revenue/expenditures to monitor financial performance of several organizational and program units.
- Prepares, coordinates and assembles budgets, budget amendments, and related contracting and budget documents.
- Assists in the development and preparation of the Department budget, including forecasts, trends and projections, and provides cost analysis on project work.
- Drafts, monitors and coordinates revenue contracts, memoranda of understanding, intergovernmental agreements and grants.
- Assists with implementation of the adopted budget and recommends budget actions as needed.
- Assists with preparation of annual transportation planning project work plan project budgets (Unified Planning Work Program--UPWP); monitoring and updating UPWP on a quarterly basis.

- Coordinates and assists several Metro staff and management with development of Requests for Proposals (RFPs), Intergovernmental Agreements (IGAs), Memorandum of Understanding (MOU), and related procurement documents; other aspects of the procurement process including meeting applicable federal procurement regulations.
- Reviews, monitors and administers assigned contracts; responsible for determining if expenses are allowable per federal guidelines, and ensuring all contract terms are being met. Monitors contract status. Maintains contract database and files, closes contracts, as necessary.
- Reviews, monitors and processes vendor contract payments that conform to existing contract terms and meet applicable federal compliance requirements.
- Monitors and tracks grants and contracted invoicing/billing.
- Coordinates with Procurement section on federal Disadvantaged Business Enterprise (DBE) reporting.
- Prepares and files financial and program status reports to external federal agencies.
- Coordinates and prepares internal (Metro) financial project and program status reports for Planning & Development and Research Center Directors.
- Obtains financial information/reports from the Enterprise Resource Planning (ERP) system, Grants Management System (GMS), or other valid sources of financial information; analyzes and compiles information, prepares and generates reports for assigned program areas and projects related to budget compliance, expenditure/revenue monitoring and contract compliance.
- Remains current on all Metro Code, Contracting Procedures, Grant Compliance and Requirements, state, federal and local requirements related to the program areas; updates policies or procedures to reflect changes, and provides guidance to staff.
- Maintains various databases specific to program or organizational area.
- Performs research and provides technical assistance in a variety of areas.
- May provide lead direction to professional and other staff within program area.
- Performs other related duties as assigned.

## **Minimum Requirements**

A Bachelor's degree in Accounting, Business Administration, Public Administration or a related field and three years of financial and budgetary, or contract administration experience; or any combination of experience and education which provides the applicant with the desired knowledge, skills, and ability required to perform the job.

## **Knowledge, skills and abilities**

- Knowledge and experience in grant and contract administration policies and practices.
- Knowledge of and experience with the principles, policies and compliance issues of Federal OMB Circulars A-87 and A-133, FTA Circulars 5010 and 4220, Congestion Mitigation Air Quality (CMAQ) Grants and Federal Disadvantaged Business Enterprise program requirements.
- Intermediate to advanced knowledge of MS Excel, Word, PowerPoint, and other/similar software applications.
- Knowledge of governmental accounting principals and practices.
- Knowledge of Oregon Budget Law.
- Skill and ability to deliver excellent customer service.
- Ability to organize and troubleshoot assigned projects.
- Ability to organize and conduct complex research activities/projects.
- Ability to communicate effectively, both orally and in writing.
- Ability to perform analysis and make recommendations.
- Ability to work independently and as part of a team.
- Ability to learn and use different software applications.
- Ability to serve as a lead on assigned projects as needed.

**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), contributing both the employer and employee portion.

**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 the job for which you are applying, check the appropriate box on the Metro application. If an application is not requested as part of the application process, indicate your desire for veteran's preference consideration in your cover letter.

**To qualify,** veterans must provide appropriate documentation along with their application materials before the application deadline date listed on the job announcement: Veterans: Fill out and submit 1) a Metro Veterans' Preference Form and 2) a copy of your DD-214 or DD-215 indicating discharge status. Disabled Veterans: Fill out and submit 1) a Metro Veterans' Preference Form and 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 October 28, 2009.

### To apply, submit the following

1. Resume, including dates of employment
2. Brief cover letter describing your experience as it directly relates to the duties of this position
3. Responses to the required supplemental questions listed below
4. Metro Applicant Contact Information form

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

### Required supplemental questions

- All applicants must submit a written or typed response to each of the following.
  - The responses must be addressed individually and included with the application on a separate sheet(s).
  - Write your telephone number, including the area code, in the upper right corner of each page, but not your name.
  - Your responses will be used as part of your application evaluation.
1. **Describe and explain your experience and role/s in the public procurement and contract administration process.**
  2. **Describe your experience and role in monitoring and administering contracts and grants. Please include the types of contracts and grants you've developed or administered.**
  3. **Describe your experience and role/s in developing and executing budgets in the public sector.**
  4. **Please describe your experience and proficiency with financial application software including spreadsheets and other financial system applications.**
  5. **Describe the most complex spreadsheet, database or tool you developed, improved or maintained, and what its purpose and uses were.**

## Submit your application

**Deadline:** Open until filled. Resume review will begin on November 18, 2009

**E-mail:** [jobs@oregonmetro.gov](mailto: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 be discarded. 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](http://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. When accessing recruitment updates, you will need to know the title of the job for which you applied.

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