

# 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 or Principal Management Auditor

### General recruitment

<b>Status:</b>	One full-time position
<b>Department:</b>	Auditor's Office
<b>Work location:</b>	600 NE Grand Ave., Portland, Oregon
<b>Salary range:</b>	
<i>Senior level</i>	\$60,303 - \$83,474 annually
<i>Principal level</i>	\$66,427 - \$91,951 annually
<b>Recruitment number:</b>	Auditor-3100-April10RO
<b>Extended application deadline:</b>	June 9, 2010

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

Join an award winning audit office dedicated to quality and innovative performance auditing. The scope of possible audit areas provides variety and challenge. Metro is a unique elected regional government responsible for land use and transportation planning, the solid waste disposal system, parks and greenspaces, zoo, convention center, exposition center, and performing arts center all of which serve more than 1.5 million residents in Clackamas, Multnomah and Washington counties and the 25 cities in the Portland, Oregon region. The Metro Auditor is currently recruiting for one position at either the Senior or Principal level.

### Position summary

**Senior Management Auditor:** Under general supervision, plans and conducts highly complex and difficult performance audits to achieve identified audit objectives, develops comprehensive reports of findings and recommendations, and performs related duties as assigned. Serves at the pleasure of Metro's elected Auditor.

**Principal Management Auditor:** Under general supervision, performs highly complex and responsible performance audits of Metro activities, functions and programs, provides sound, professional recommendations for action to improve operational and organizational performance and performs related duties as assigned. Serves at the pleasure of Metro's elected Auditor.

### 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.

#### **Senior Management Auditor**

- Serves as project manager and organizes, directs, monitors, integrates and evaluates work performed by audit staff or consultants.
- Prepares audit plans; outlines analytic path to achieve audit objectives; reviews laws, policies, best practices, regulations, contracts and previous audit reports; schedules and arranges audits.
- Collects information; interviews appropriate parties; identifies and interviews experts in field of study.

- Collects data from electronic databases, manual records, surveys, and/or questionnaires; conducts complex data analysis.
- Writes and organizes memoranda and other working papers to document interviews, results of analyses and other research conducted.
- Drafts reports that summarize analyses of complex management issues, discusses management weaknesses and recommends solutions to issues or problems identified in the course of audit.

### **Principal Management Auditor**

- Plans, organizes, coordinates, supervises and conducts audits of Metro activities, functions and programs; identifies opportunities to improve efficiency and effectiveness and to solve problems; determines analytical techniques and statistical and information-gathering processes and obtains necessary information and data for analysis; analyzes alternatives and makes recommendations; prepares reports of study conclusions; and develops implementation recommendations.
- Prepares detailed work plans to accomplish audit objectives; completes analytic tasks in accordance with established milestones and standards; obtains documents and prepares written record of work performed; reviews laws, policies, best practices, regulations, contracts and previous audit reports; collects qualitative and quantitative data; interviews appropriate officials and parties; observes operations and activities in the field; identifies and interviews experts in field of study.
- Serves as project manager and plans, organizes, directs, monitors, integrates and evaluates work performed by audit staff or consultants; develops meeting agendas and facilitates meetings; reviews consultant contracts managed by other project managers.
- Drafts a wide variety of materials including reports, procedures, manuals, briefing packets, identifies issues, obtains input and feedback, conducts research and analysis; prepares recommendations, and a variety of other supporting materials.
- Conducts quality assurance reviews of audit files and working papers to ensure compliance with Government Auditing Standards.

## **Knowledge, skills and abilities**

### **Knowledge of:**

1. principles, practices and standards of
  - a. governmental auditing standards
  - b. organizational, operational, and performance research and analysis, including program evaluation methodologies
  - c. public administration and public contracting
  - d. financial analysis and forecasting
  - e. financial/statistical/comparative analysis tools, techniques and formulae and computer software appropriate for sophisticated statistical analysis and data management
  - f. project planning and management.

### **Ability to:**

1. use sophisticated statistical, spreadsheet and database software to maintain data and conduct analyses.
2. analyze complex operations, financial and organizational issues and problems, evaluate alternatives and reach sound, logical, fact-based conclusions and recommendations
3. collect, evaluate and interpret a broad range of data, either in statistical or narrative form.
4. apply governmental audit standards to audit work conducted
5. understand, interpret and apply federal, state and local laws, including Metro's Charter and Code
6. develop and administer surveys and questionnaires
7. prepare clear, concise and comprehensive reports, correspondence and other documents appropriate to the audience
8. write clearly, concisely and convincingly; summarize complex ideas and data; prepare presentations including appropriate graphic displays
9. exercise expert independent judgment within broad policy and procedural guidelines
10. establish and maintain effective working relationships with elected officials, department directors, representatives of other governmental agencies, and others encountered in the course of work.

## **Training and experience:**

**Senior Management Auditor:** A Bachelor's or Master's degree from an accredited college or university with a major in public or business administration, public policy, statistics, auditing, or related field. Five years of progressively responsible professional experience in performance, financial or similar auditing and/or research; or any combination of education and experience which provides the applicant with the knowledge, skills and abilities required to perform the job. Preference given to candidates with experience working in a public agency and Master's degree.

**Principal Management Auditor:** A Bachelor's or Master's degree from an accredited college or university with a major in public or business administration, public policy, statistics, auditing, or related field; and at least six years of progressively responsible professional experience in performance, financial or similar auditing and/or research; or an equivalent combination of training and experience. Preference given to candidates with a CPA or CIA, Master's degree, and experience working in a public agency.

**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 reopens to general candidates on May 17, 2010.

### **To apply, submit the following**

1. Resume, including dates of employment.
2. Metro Application form
3. Your written response to the following questions. Please answer the questions on a separate sheet, limiting your answer to no more than one page per question (no more than 4 pages total), using a 10-point or larger font.
  - a. Describe your experience in preparing written reports that describe work performed, analytical findings and conclusions, and recommendations for improvement. What methods have you used to orally communicate analytical results to managers and the public?
  - b. Describe your experience and educational training in methods of identifying and collecting data, selecting appropriate analytical methods, and interpreting results. Include at least one specific example of work completed.
  - c. Describe your methods for identifying performance goals or criteria, analysis of operations and services, and reporting the results. List some of the areas you have audited or assessed and examples of recommendations.
  - d. Describe the software applications with which you are familiar and have used for statistical analysis, graphic presentation and report preparation. Indicate your level of skill with each.

Note: If you do not include all of the required materials, your application will be incomplete and will not be considered. Any unsolicited materials will be discarded. All materials submitted become the property of Metro and will not be returned.

## Submit your application

**Deadline:** 5 p.m., June 9, 2010

**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 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](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.

## An Equal Opportunity/Affirmative Action Employer