



Employees of the City of Redmond recognize that providing the finest customer service to our citizens and co-workers is best accomplished through INTEGRITY, ACCOUNTABILITY, LEADERSHIP, CREATIVITY, AND RESPECT

POSITION: BUDGET ANALYST
Finance Department

Duties include but are not limited to:

The position works closely with the Finance Director and Assistant Finance Director in organizing, preparing, and monitoring the City of Redmond's operating and capital budgets. (Job Description Attached)

SALARY GRADE:

Exempt Grade 16: \$3879 – \$4769 per month

Excellent City benefit package when eligible.

MINIMUM QUALIFICATIONS:

High school diploma, or equivalent; Bachelors degree in Finance, Accounting, Economics, Business Administration, or a related field, and/or three years equivalent experience and training.

Some finance positions require successfully passing a criminal history check, including fingerprinting as mandated by Oregon Revised Statutes.

Desirable Requirements:

Possession of valid Oregon drivers' license.

HOW TO APPLY:

Request application packet from:

Oregon Employment Dept, Redmond Office

2158 SE College Loop, Suite B

Redmond, OR 97756

Phone: (541) 548-8196 x324

Fax: (541)548-6379

E-mail: Charlene.V.Miller@state.or.us

CITY OF REDMOND APPLICATION, CURRENT RESUME, AND LETTER OF INTEREST (indicating why you want to be considered for this position) must all be received by the above Employment Office. Applications will be accepted until the position is filled.

Only those applicants who are selected to participate in the interview process will be notified.

Final candidate(s) selected for a position will be required to pass a drug screening and a thorough criminal history investigation.

It is the policy of the City of Redmond that there will be no discrimination or harassment on the basis of age, disability, gender, marital status, national origin, race, religion, sexual orientation, or veteran status in any educational programs, activities, or employment. The City of Redmond makes employment decisions based upon the evaluation of an individual's qualifications, ability and potential to contribute to the success of the City. Persons having questions about equal opportunity and nondiscrimination should contact the Recruitment Director (Sharon Harris) in the Human Resources department at (541) 923-7738.

If you require special accommodations for testing, interviewing or other employment-related activity, you must provide 48 hours notice to the ADA Coordinator Sharon Harris at (541) 923-7738, or through the Telecommunications Relay Service (TRS) which enables people who have difficulty hearing or speaking in the telephone to communicate to standard voice telephone users. If anyone needs TDD (Telecommunications Device for the Deaf) or STS (Speech To Speech) assistance, please use one of the following TRS numbers: 1-800-735-2900 (voice or text), 1-877-735-7525 (STS English) 1-800-735-3896 (STS Spanish).

**Equal Opportunity / Affirmative Action Employer
Drug Free Workplace**

This announcement is not an implied contract and may be modified or revoked without notice.



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CITY OF REDMOND

POSITION DESCRIPTION

POSITION TITLE: Budget Analyst
DEPARTMENT: Finance
FLSA STATUS: Exempt
SALARY GRADE: Grade 16
EMPLOYEE GROUP: Confidential / Non-Represented

PURPOSE OF POSITION:

The position works closely with the Finance Director and Assistant Finance Director in organizing, preparing, and monitoring the City of Redmond's operating and capital budgets.

ESSENTIAL JOB FUNCTIONS:

Organize, coordinate, analyze, and prepare the City's annual and long-term operating and capital budgets and budget documents.

Assist departments in preparing and administering budgets, and responds to requests for information. Assist departments in developing and tracking key performance indicators for inclusion in budget document. Assist in developing budget and management training materials and train staff regarding such, including computer related software.

Annually prepares the City's internal cost allocation plan for inclusion in the budget.

Prepare and coordinate the production of formal documents and reports in accordance with local, state and federal laws, including associated presentations and materials.

Performs various research and analysis projects related to budget issues. Presents findings to department staff and city management.

Closely monitors City revenues and expenditures in relation to the adopted budget plan. Coordinate and prepare monthly, quarterly and annual reports regarding the City's budgetary status.

Assist departments in identifying potential mid-year budget adjustment needs and prepares supplemental/budget adjustment resolutions for adoption.

Analyze local, state and federal legislative material for its fiscal and operational impact on the City. Serves on various City-wide committees. Performs related work as required.

JOB QUALIFICATION REQUIREMENTS:

Mandatory Requirements:

High school diploma, or equivalent; Bachelors degree in Finance, Accounting, Economics, Business Administration, or a related field, and/or three years equivalent experience and training.

Some finance positions require successfully passing a criminal history check, including fingerprinting as mandated by Oregon Revised Statutes.

Desirable Requirements:

Possession of valid Oregon drivers' license.

SUPERVISION RECEIVED:

Works is performed under the general direction of the Finance Director who holds the employee accountable for achieving department goals and objectives.

SUPERVISORY RESPONSIBILITIES:

This position is not a supervisory position. Employee may assist in direction, guidance or training in operational procedures to other employees.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

While performing the duties of this job, the employee is frequently required to sit and talk or hear, use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to walk.

The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

TOOLS AND EQUIPMENT USED:

Computer, including word processing, automated financial system, Internet, and spreadsheet programs; typewriter, calculator, telephone, copy machine, fax machine and postage machine.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

While performing the duties of this job, the employee works in an office environment; the employee rarely works in outside weather conditions. The noise level in the work environment is usually quiet.

This description covers the most significant essential and auxiliary duties performed but does not include other occasional work which may be similar, related to, or logical assignment to the position.

The job description does not constitute an employment agreement between the employer and the employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Chris Earnest
Finance Director

May 23, 2007
Date

Sharon Harris
Human Resources Director

Adopted: September 1, 2003
Revised: May 23, 2007