

**Lane Council of Governments  
Job Classification**

<b>Job Title:</b>	<b>Budget Contracts Analyst</b>	<b>FLSA Status:</b>	<b>Exempt</b>
<b>Division:</b>	<b>Administrative Services</b>	<b>Range:</b>	<b>20</b>
<b>Reports To:</b>	<b>Financial Services Manager</b>	<b>Last Revised:</b>	<b>August 2000</b>

**General Statement of Duties**

Coordinates the contract administration process. Assists with budget development and administration.

**Supervision Received**

Work is performed under general supervision, work performance is evaluated through periodic checks and through the adequacy, and timeliness of products and services provided and results observed.

**Supervision Exercised**

None.

**Resource Responsibility**

Some responsibility for financial and personnel resources. Work is subject to review and includes checks and balances. Makes recommendations to supervisor regarding correct use of resources.

**Essential Job Functions**

Performs duties related to the development and monitoring of agency contracts, including contract processing, input of account codes, and budget information.

Acts as a resource to agency staff in developing and managing contracts and in ensuring adequate resources are allocated to meet project scope within budget and deadlines. Assists project manager with development of spreadsheet tracking for contracts.

Develops templates for contracts that address contract specifications and budgets, meet legal requirements and protect the agency from unnecessary liability. Assists in coordination of template changes at request of other agencies. Monitors contracts to ensure they are within funding allocations and deadlines. Advises project managers of contract funding options, to bring contracts in line with funding allocations.

Responsible for timesheet reconciliation with contracts billings and contract closeouts. Assists supervisor with special quarterly invoice needs on contracts.

Assists project managers and purchasing agent in development of request for proposal templates.

**Other Job Functions**

Provides monthly report to staff regarding balance in unfunded Tech Assistant Account.

Provides monthly report of unfunded TA detail (staff hours and description of project) to LGS Director.

Develops and maintains written procedures of contract administration.

Distributes monthly contract billing reports and makes changes as directed by project managers.

May provide guidance, training, assign work tasks to others, and assist in setting priorities.

Performs other related duties as assigned.

**Working Conditions**

The work is performed primarily indoors requiring hand/eye coordination in the operation of business machines. Work may involve occasional lifting of objects weighing 15 to 25 pounds.

**Knowledge, Skills, and Abilities**

Considerable knowledge of generally accepted accounting practices, financial record keeping and reporting, and detailed math accuracy.

Considerable knowledge of computerized spreadsheets and computerized payroll system.  
Ability to create spreadsheet formats to assist in maintaining financial records.

Considerable knowledge of laws, regulations, standards, and prescribed procedures applicable to accounting.

Ability to develop procedures to streamline fiscal processes.

Ability to apply established procedures and guidelines to the keeping of accounts and the preparation of financial reports.

Ability to communicate effectively with other employees and the public using tact, courtesy, and good judgment.

Ability to work with accuracy and attention to detail to meet deadlines.

Ability to understand and execute oral and written instructions, policies, and procedures.

Ability to operate standard office equipment.

Ability to physically perform assigned duties.

**Education and Experience**

Requires a Bachelor's degree in public administration or accounting and three years of related experience, or an equivalent combination of education and experience.

**Licenses, Certificates, and Other Requirements**

None.