

## DESCRIPTION OF POSITION

1. **CLASSIFICATION TITLE:**
2. **WORKING TITLE:** Business Operations Manager Trainee
3. **Class No.** \_\_\_\_\_
4. **DEPARTMENT:** Road
5. **Wage:** \$3,443.00 to \$4,364.00      **Pay Grade:** 780
6. Position is excluded from bargaining unit and is supervisory and confidential
7. Position is not eligible for overtime compensation
8. **POSITION IS:** Full time (Four 10-hour days per week, 7:00 a.m. to 5:30 p.m., Monday through Thursday)
9. **PURPOSE OF THIS POSITION:** To be trained to integrate and direct the fiscal and business operations of the Department
- 10A. **ESSENTIAL FUNCTIONS OF POSITION:**
  - a. Integrates the financial operations and cost accounting systems for the Department.
  - b. Establishes or recommends to management economic strategies, objectives and policies.
  - c. Completes fiscal analysis for project proposals and cost accounting.
  - d. Prepares Department budget, reviews budget proposals and prepares necessary supporting documentation and justification.
  - e. Determines cost of individual programs and projects. Develops and monitors project budgets and monitors cost effectiveness.
  - f. Prepares reports that summarize and forecast financial position in areas of income, expenses and earnings, based on past, present and expected operations.
  - g. Provides management with timely reports that review the organization's status and progress in various programs and activities.
  - h. Prepares or directs preparation of business and financial reports required by Oregon Department of Transportation, Federal Highway Administration, other regulatory agencies or the Director of the Department.
  - i. Insures Department's business/financial operations are in compliance with county, state and federal requirements and General Accounting Principles. Prepares all reports associated with annual audit.
  - j. Establishes and maintains positive relationships with other county departments and state agencies.

### 10B. MINOR DUTIES ASSIGNED TO THIS POSITION

a. Coordinates rock agreements and payment of royalties.

11. **EMPLOYEE'S IMMEDIATE SUPERVISOR:** Business Operations Manager

12. **WORKING CONDITIONS OF POSITION.** Requires occasional lifting and exertion for short periods. May occasionally travel to meetings, seminars or workshops throughout the state.

13. **REQUIRED SPECIAL SKILLS, LICENSES, CERTIFICATES, ETC.** Bachelor's degree (BA) from four-year college or university and a minimum of two years experience in financial or business related position, or any satisfactory equivalent combination of experience and training.

14. **IS OPERATION OF MOTOR VEHICLE REQUIRED?** Yes

15. **EQUIPMENT, TOOLS, MACHINES USED IN PERFORMANCE OF DUTIES:** Skill in computer work (word processing, spreadsheets, databases); telephone, copy machine, fax and other general office machines.