



The San Diego Association of Governments invites applications for the position of:

senior budget program analyst

A job at SANDAG is guaranteed to stimulate your mind, expand your skills, and accelerate your professional development. We are committed to recruiting highly talented individuals who are dedicated to working on important issues and passionate about making significant contributions that impact the lives of people all around the region. We look for people that have extraordinary leadership and vision; people that drive change and produce results; people who take ownership of projects and never settle for "good enough."

SANDAG values and rewards continuous improvement. We offer a fulfilling work environment that will challenge your capabilities. And it is place where you can take ownership for the next steps in your career while being supported with opportunities, tools, and resources that will allow you to be successful.

This position is Open until Filled
The first review of applications will begin on Friday, May 12, 2017
Expected start date: July 2017



Preparing the Annual SANDAG Program Budget

SANDAG has great pride in being a fiscally responsible public agency and has implemented rigorous accounting processes and financial reporting procedures, as well as industry-leading financial programming strategies that fully leverage project funding. In May 2017, the Board of Directors is due to adopt the FY 2018 Annual Program Budget totaling approximately \$1.2 billion.

The Finance Department coordinates development of the Program Budget which has three key components – the Overall Work Program (this represents the agency’s core planning and research functions), the Regional Operations budget, and the Capital Improvement Program budget. Through a highly collaborative effort that includes project managers and agency Executives, the annual budget identifies numerous programs, projects, and services that align to the SANDAG strategic goals and priorities, and allocates funding from 30 different federal, state, and local sources that are provided in the form of formula and discretionary grants, city revenues, and local transportation sales tax revenues.

Senior Budget Program Analyst Role

The Senior Budget Program Analyst will perform numerous technical, analytical, and coordination functions to develop the Annual Program Budget, participate in expense and revenue forecasting, monitor ongoing budget performance, prepare budget amendments, and prepare various reports for Executives, the Board of Directors and Policy Committees, funding agencies, and other organizations.

Job Responsibilities

This opportunity is ideal for an experienced budget analyst who is skilled in preparing, monitoring, and managing complex program budgets. We anticipate significant career development will occur while working on the types of duties and responsibilities described below and through mentoring and close collaboration with senior staff. Examples of primary responsibilities include:

- Perform technical, analytical, and administrative functions related to preparing, reviewing, monitoring, and administering program and project budgets.
- Serve as project manager for preparation of the Annual Program Budget; plan and communicate timelines, deliverables, and other key information needed by contributors and ensure critical milestones are met; collaborate and coordinate activities with project managers, department budget coordinators, and Executives.
- Assemble draft and final documents for the major sections of the Annual Program Budget – the Overall Work Program (OWP), Regional Operations and Services, Capital, *TransNet*, Administration, Board, and Personnel budgets; ensure elements of the Program Budget conform to federal and state requirements.
- Participate in expenditure and revenue forecasting activities; conduct historical program/project cost analyses and prepare estimates for future budget cycles; allocate available federal, state, and local funds in accordance with funding agency requirements and consistent with SANDAG policy.
- Collaborate with the regional transit agencies to develop agreed on funding parameters and other assumptions.
- Coordinate quarterly and annual OWP monitoring and reporting activities; work closely with project managers and Executives to keep approved project budgets on track; monitor and adjust actual expenditures and reconcile appropriated funds; prepare accurate and timely budget amendments.
- Coordinate quarterly progress reporting to funding agencies such as the Federal Transit Administration (FTA), the Federal Highway Administration (FHWA), and Caltrans; coordinate and lead the annual Metropolitan Planning Organization (MPO) Planning meeting with these agencies.
- Assist project managers with new discretionary grant awards by tracking expenditures to ensure maximum use of funding; work with funding agencies to ensure compliance with grant funding requirements and maximize use of funding opportunities.
- Provide supporting materials and input to the methodology used for the Indirect Cost Allocation Program (ICAP); provide supporting schedules for the Consolidated Annual Financial Report (CAFR).
- Evaluate fiscal policies and procedures; develop recommendations to enhance internal controls, financial system procedures, financial reporting, and inter-agency fund transfers.
- Represent the Finance Department in budget related matters to other SANDAG departments, Policy Advisory Committees, other committees, elected officials, and outside agencies; prepare and make public presentations regarding various program elements; explain and interpret budget policies and activities.
- Provide training, as necessary, on the use of and enhancements to the Integrated Master Budget Model (IMBM) and other financial software systems.


Experience and Qualifications

Numerous factors contribute to an individual's ability to be successful in any given role. For this position, we are searching for a detail-oriented candidate who has a strong technical background, with exceptional analytical capabilities and organizational skills. The ability to maintain accuracy while meeting numerous time-sensitive deadlines, and superior communication and customer service skills are important attributes for this position.

The minimum education, training, and experience qualifications include a bachelor's degree with major course work in accounting, finance, business administration, or a related field, and a minimum of five years of recent professional finance, accounting, or budget administration experience, preferably in a public agency or municipal environment. A Master's degree is desirable.

The following information describes the specific types of career experiences that are most relevant to this position:

- Demonstrated knowledge of the principles and practices of large and complex budget preparation and administration, including cash flow forecasting and grant and project cost accounting.
- Demonstrated experience with laws, regulations, and reporting requirements pertaining to governmental budget preparation and administration; familiarity with various federal, state, and local funding sources used for regional transportation projects is highly desirable.
- Demonstrated experience preparing clear, concise, and comprehensive budgetary financial statements, spreadsheets, correspondence, reports, studies and other written materials appropriate to both technical and non-technical audiences.
- Experience evaluating expenditure trends, analyzing financial commitments, and preparing revenue projections; ability to collect and analyze financial information, and provide recommendations for efficient use of resources and procedures.
- Demonstrated ability to research and analyze financial issues, evaluate alternative solutions, develop sound conclusions and prepare recommendations, and keep management apprised of issues and concerns.
- Ability to communicate technical information effectively, both orally and in writing, to a broad range of audiences; ability to prepare and deliver public presentations and recommendations regarding various program elements to upper management, Boards, community groups, and other audiences.
- Demonstrated knowledge of the roles and functions of various federal and state agencies in funding regional planning and transportation programs and projects; experience participating in various committees or groups and representing key issues, positions, and policies.
- Demonstrated understanding of business and management principles involved in strategic planning, resource allocation, leadership technique, and coordination of people and resources.
- Experience participating in the development and implementation of new procedures and process improvements.
- Excellent customer service skills, including strong communication skills; demonstrated ability to establish, maintain, and foster cooperative working relationships with those contacted in the course of work including project managers and external agencies.
- Excellent organizational skills, and the ability to manage several concurrent projects at various stages of completion; ability to establish and maintain priorities and work independently.
- Demonstrated computer software proficiency using various programs from the Microsoft Office Suite particularly Word and Excel, budget and financial software systems, and other PC-based applications; experience with ONESolution is desirable.
- The selected candidate can anticipate a driving record check upon hire, and approximately annually thereafter. The results of the check may determine whether the selected candidate will be permitted to drive for SANDAG business.



This position is Open until Filled. The first review of applications for the Senior Budget Program Analyst will begin on Friday, May 12, 2017.

About SANDAG

SANDAG is one of the most recognized regional agencies in the nation with responsibilities that cover a broad range of complex, interrelated program areas connected by a Quality of Life theme. We are best known for our efforts related to transportation and this role continues to expand as we push beyond traditional boundaries to deliver a state-of-the-art transportation system for the region. With an employee group about 300 strong, we work for our Board of Directors - mayors, city council members, county supervisors, and other leaders representing the jurisdictions within the San Diego region and neighboring areas. They play the important role of making policy decisions that shape the future of the region. Our collaboration with stakeholders, partners, and the community, the precision of our data, the completeness of our reports and studies, and our sound recommendations are essential components of the regional decision-making process.

Salary and Benefits

SANDAG rewards the efforts of its employees with a comprehensive compensation package. Competitive salaries are supplemented with a flexible offering of health, financial security, and time-off benefits to meet the work and life needs of employees and their families.

This Senior Budget Program Analyst position has an annual salary range of \$67,580 to \$112,454; the starting salary will depend on the qualifications and experience of the selected candidate.

The benefits we offer include traditional health, dental, and vision insurance as well as employee assistance, wellness, and work/life balance programs. To support the need to rest and rejuvenate, employees are provided with a bank of paid time off in addition to paid holidays. And contributions to financial security are provided through a pension plan and deferred compensation program.

How to Apply

We encourage all interested candidates to apply for this position by completing a SANDAG Employment Application form. Resumes, cover letters, and work samples may be submitted in addition to the Employment Application but are not a substitute for this document.

The Employment Application can be downloaded in PDF format from the SANDAG website. Alternatively, a copy can be requested by calling (619) 699-1900 or emailing hr@sandag.org.

Completed applications and related materials can be submitted via e-mail, fax, regular mail, courier, or delivered by hand. See our *Careers / How to Apply* Web page for additional information.

In compliance with the Americans with Disabilities Act (ADA), SANDAG will accommodate persons who require assistance in order to apply for a position at SANDAG. Applicants requiring an accommodation due to a disability during any stage of the recruitment and selection process, including requesting this document and related application materials in an alternative format, should make their needs known by contacting Human Resources at (619) 699-1900, TTY (619) 699-1904, fax (619) 699-6905, or hr@sandag.org.

Application Supplement

To help us further evaluate the skills and experience of individuals interested in this position, applicants are asked to respond to the two Supplemental Questions below. The information can be up to 500 words per question and should be submitted with the Employment Application. This is considered a required component of the application; applications received without a response will be screened out of the selection process.

Supplemental Questions

1. Describe the methods you use to coordinate the participation and activities of multiple contributors for the preparation of a comprehensive annual program budget.
2. Describe an example that demonstrates your ability to creatively solve a budget-related challenge.

Candidate Selection and Notification

Following the close date for applications, candidates will receive written confirmation that their application has been received. The hiring manager will begin reviewing and evaluating applications within a few days of the close date. Based on this evaluation, the best qualified candidates will be invited to continue in the selection process. All candidates will receive written notification as to the final outcome of their application.

Further Information

The SANDAG website contains a wealth of information about our various project and program areas. The Careers section of the site lists all of our current Job Openings as well as information on how to apply for positions and Frequently Asked Questions about our recruitment program.

In compliance with the Immigration Reform and Control Act of 1986, applicants hired by SANDAG must show acceptable proof of identity and evidence of authorization to work in the United States.