SENIOR BUDGET and OPERATIONS SPECIALIST

Job No: 497536

Job Summary/Basic Function:

Reporting to the Vice President of University Communications and Marketing, the Senior Budget and Operations Specialist serves as the division’s budget and personnel analyst working independently on personnel, fiscal, and budgetary analysis and serves as the liaison between the VP and the general public, students, faculty, and staff.

This position provides leadership for the day-to-day operations of the division, which may include highly sensitive and confidential administrative duties and projects. With a great deal of autonomy, the incumbent oversees office operations, processes travel, coordinates events or retreats, and provides administrative support to the Vice President of University Communications and Marketing as well as the Associate Vice President for Marketing and Branding.

This position performs work of a highly sensitive and confidential nature requiring access to a variety of information sources, including that which relates to collective bargaining negotiations or management strategies, executive personnel matters, and confidential presidential initiatives.

Minimum Qualifications:

High school diploma or its equivalent.

Four years of general office support experience involving a wide variety of duties and responsibilities. (Training at a vocational school or full-time college education may be substituted for two years of the required experience on the basis of one year of college education for 6 months of experience).

Required Qualifications:

- Working knowledge of budget and personnel policies and procedures in a complex environment with a demonstrated ability to interpret and apply them.

- Demonstrated knowledge in the execution of principles and best practices with fiscal management, record keeping, accounting, and budgeting.
• Demonstrated skill monitoring and maintaining operating expenses.

• Demonstrated ability to research and analyze information with the ability to apply independent judgement, discretion and initiative in determining appropriate solutions to resolve problems.

• Demonstrated ability to interpret, communicate, retain, and apply a wide variety of policies and procedures.

• Excellent communication and editing skills; ability to effectively communicate information in a clear and understandable manner, both verbally and in writing, using a thorough knowledge of English grammar, spelling and punctuation.

• Demonstrated ability to provide meticulous follow-through on all assignments, paying high attention to accuracy and detail while working in a fast-paced environment with numerous interruptions, frequently changing projects, and moving deadlines.

• Demonstrated ability to apply independent judgment, discretion, and initiative to anticipate and address problems and develop practical, thorough and, creative solutions.

• Demonstrated ability to initiate, establish, and foster communication and teamwork by maintaining a positive, cooperative, productive work atmosphere in and outside the university with the ability to establish and maintain effective working relationships within a diverse population and with those from various cultural backgrounds.

• Demonstrated ability to use tact and diplomacy to effectively handle a broad range of high level and sensitive situations with diverse personalities and to respond appropriately to conflicts and problems.

• Excellent organizational and time management skills with the ability to set own priorities to coordinate multiple assignments with fluctuating and time-sensitive deadlines.

• Demonstrated ability to maintain a high degree of confidentiality, discretion and good judgement on a consistent and continuous basis.

• Excellent computer skills and proficiency with a variety of computer applications including word-processing, spreadsheets, databases, on-line systems, Internet as well as online calendaring and email.

• Ability to learn, adapt to, and train others in the use of ever-changing technology and policies and procedures.

**Preferred Qualifications:**

• Demonstrated skills in an institutional/educational environment utilizing a customer-oriented and service-centered attitude.
- Bachelor's degree.
- Working knowledge of Microsoft Office (Word, Excel, PowerPoint, Access, Outlook), Outlook calendar and email, Dropbox, PeopleSoft, Drupal and SurveyGizmo.

**Additional Information:**

Our newly established Communications and Marketing Division is looking for a Senior Budget and Operations Specialist. We are a growing division looking for leadership in day-to-day operations as well as personnel and budget support.

**Special Conditions:**

Must be willing to travel and attend training programs off-site for occasional professional development.

Must be able to work extra hours, occasional holidays, and adjust working hours to meet special jobs. May be called back periodically to perform work as needed on an emergency basis.

Must be able to successfully pass a pre-employment background/fingerprint check.

This position classification has been defined as "Exempt" and is not subject to the overtime provisions of the Fair Labor Standards Act (FLSA).

**Cal Poly**

Known for its Learn by Doing pedagogy, Cal Poly is the flagship of the world-renowned California State University system. Annually recognized as one of the top public universities in the nation, Cal Poly continues to offer an academic curriculum based on learned experience gained through real-world practice. Located in San Luis Obispo, Cal Poly is nestled comfortably among the coastal foothills, minutes from the Pacific Ocean and equidistant to the Bay Area and Los Angeles.

As part of the CSU System, Cal Poly offers a very generous best-in-class benefits program, including the following:

- Enrollment in CalPERS (Public Employee Retirement System)
- Health, dental, and vision insurance at competitive rates or no cost to employee
- Tuition Fee Waiver Program to allow employee or an eligible family member to attend classes at any of the CSU Universities for reduced fees

More information is available on the Cal Poly benefits page [https://afd.calpoly.edu/hr/benefits](https://afd.calpoly.edu/hr/benefits)
**Mandated Reporter:**

Limited - The person holding this position is considered a limited mandated reporter under the California Child Abuse and Neglect Reporting Act and is required to comply with the requirements set forth in CSU Executive Order 1083, revised July 21, 2017.

**Conflict of Interest:**

A “designated position” in the CSU’s Conflict of Interest Code. The successful candidate accepting this position is required to file Conflict of Interest forms subject to the regulations of the Fair Political Practices Commission.

**Diversity Statement**

At Cal Poly, we believe that cultivating an environment that embraces and promotes diversity is fundamental to the success of our students, our employees and our community. Bringing people together from different backgrounds, experiences and value systems fosters the innovative and creative thinking that exemplifies Cal Poly’s values of free inquiry, cultural and intellectual diversity, mutual respect, civic engagement, and social and environmental responsibility.

Cal Poly's commitment to diversity informs our efforts in recruitment, hiring and retention. Cal Poly is an affirmative action/equal opportunity employer.

**Supplemental Information**

Following a conditional offer of employment, a background check (including a criminal records check) must be completed satisfactorily before any candidate may start work with Cal Poly. Failure to satisfactorily complete the background check may result in the withdrawal of the offer of employment. Current employees who are offered positions on campus will be required to undergo a background check for any position where a background check is required by law or that Cal Poly has designated as sensitive.

The person holding this position is considered a 'mandated reporter' under the California Child Abuse and Neglect Reporting Act and is required to comply with the requirements set forth in CSU Executive Order 1083 as a condition of employment.

This position may be "Designated" under California State University's Conflict of Interest Code. This would require the filing of a Statement of Economic Interest on an annual basis and the completion of training within 6 months of assuming office and every 2 years thereafter.