

Innovation & Technology

Budget and Operations Coordinator

Position Code: 3507

WC Code: 9410

FLSA Status: Non-Exempt

Pay Grade: 350

Location: Innovation & Technology

Approval Date: 2023

General Statement of Duties

Provides support for the budget process to the Director and Deputy Director. This includes organizing quotes, budget operations (requisitions, POs, invoices), contract operations (start to finish). Assist in Director and department meeting scheduling. This position also supports organizing projects and timelines. Provides end user support for MDM and mobile devices (MiFi's, tablets, phones). Provides end user support for Innovation & Technology help desk ticket inquiries as required.

Distinguishing Features of the Class

Employees in this class typically work in an office environment with cloud and on prem software to provide support and operations on all budget and mobile efforts. Will be responsible for weekly, monthly, as needed reports regarding budget status, contract status, and project updates. Work is independently performed under the supervision of the IT Director.

Duties and Responsibilities

Receives quotes for departments, approved through IT governance, and enters these into the finance system for budget processing. Tracks and analyses expenditures and initiates the budget transfer process as requested.

Controls contract operations for purchases and works with Vendors to ensure all required documents are entered.

Enters new items on the agenda planning worksheet and agenda planning software to run through the Board approval process.

Troubleshoots and supports mobile devices including tablets, phones, etc.

Guides end-users through a series of actions, either face-to-face, over the phone or virtually, to help set up systems or resolve issues.

Reconciles department issued purchasing cards.

Works with mobile service providers on new equipment request, equipment changes, and all associated billing.

Maintains database to track inventory of position related equipment.

Manages equipment set for sale via Gov deal and properly disposes of anything deemed of no value per State and Federal guidelines and Town policy.

Acquires equipment for all new approved Town position as well as position need additional equipment.

Performs other tasks as required.

Recruitment and Selection Guidelines

Knowledge, Skills and Abilities

Thorough knowledge of Tyler Technologies Munis financial system.

Thorough knowledge of Town budget operations and scheduling.

Knowledge of Agiloft contract software system.

Knowledge of the project management process.

Knowledge of mobile device MDM (Meraki), use, and operations.

Some knowledge of general office procedures, practices, and equipment.

General knowledge of word processing, spreadsheet, and presentation software.

Skill in the use of personal computer hardware and software.

Ability to understand and follow written and oral instructions.

Ability to establish and maintain effective working relationships with officials, department heads, employees, public, and vendors.

Physical Requirements

While performing the duties of this job, the employee is frequently required to reach with hands and arms, sit, talk, and hear. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator. This position involves sedentary work requiring the employee to exert up to 20 pounds of force occasionally; 10 pounds frequently and/or a negligible amount of force constantly to move objects.

Must possess the visual acuity to inspect, analyze, and repair computers and other technology.

Minimum Education and Experience

Bachelor's degree from an accredited college or university in a technology related field and two years of technology experience that includes installation and troubleshooting, or budgetary support and project operations, or an equivalent combination of education and experience.

Special Requirements

Possession of a valid North Carolina Driver's License