

Central Budget Office Internship

College to County Intern 2023 - Department of County Management

Pay Rate: \$24 per hour

Job Type: Temporary College Intern

Duration: Summer 2023 - 12 Weeks

Hours: 30 - 40 hours a week

Telework: Hybrid

Physical Location: 501 SE Hawthorne Blvd., Suite 531

Does This Position Require Driving a County Vehicle? If so, please explain why and frequency: No

What Does the Central Budget Office Do?

The Budget Office, under the guidance of the Chair and Board of County Commissioners, manages the County's budget process and prepares the annual budget. The office serves as a resource to the Chair's Office, the Board of County Commissioners, County departments, and the public. It also helps decision makers and departments by communicating policy direction and program priorities; coordinating strategic planning; and providing technical expertise, training, and various analyses.

The budget is the County's largest policy document, and it is through the budget process that the County aligns its funding with its priorities. This is why it's essential that the County's values are incorporated into the budget process. The Budget Office furthers this work by facilitating the countywide budget process.

The Budget Office also provides a variety of resources and analyses to help inform decision makers and to guide departments through the budget process. For example, the Budget Office does the following:

- Creates General Fund forecasts to inform the Board how much funding is available for the budget.
- Performs various ad hoc analyses to determine the estimated cost impacts of policy proposals.
- Supports County Labor Relations during collective bargaining by providing cost estimates.
- Provides budgetary information to departments.
- Trains department employees on budget software and the budget process.
- Communicates policy direction and program priorities to departments.

Internship Description:

The Central Budget Office is seeking a value-driven team player to fill the position of Budget Office Intern. This internship provides an excellent opportunity for an individual interested in enhancing their knowledge and experience in Budgeting, Economic Forecasting, and Local Government Policy. Through mentorship and under general supervision, the successful candidate will be responsible to complete specific projects and a variety of ongoing assignments to help develop their knowledge and skills. Some of the various projects and responsibilities may include:

- Working with Budget Office Staff on Budget Book production, including editing and graphic creation.
- Assisting Economist with General Fund forecast update, including dataset creation, special topic research, and graphic creation.
- Research topics related to newly passed tax initiatives, especially income taxes.
- Research budget processes at comparative jurisdictions in order to improve County processes.
- Ad hoc analysis related to emerging policy issues.

Education and Experience Qualifications:

Curiosity and a desire to learn are key attributes of successful Central Budget Office employees. Candidates should have some completed coursework leading to an Undergraduate degree, with major in finance, economics, statistics, business administration, public administration or related fields.

Promote a culture of respect, inclusiveness, and appreciation of diverse perspectives, backgrounds, and values ([Link to Equity and Empowerment Lens](#))

Knowledge of:

- Desktop software such as Microsoft Word, Excel, and PowerPoint.
- Google Suite

Ability to:

- Communicate effectively, orally and in writing, and work cooperatively with a variety of County staff.
- Perform analytical work and prepare clear and concise reports.
- Plan, develop, review and complete projects in a timely manner.

Workforce Equity:

Our Commitment to Safety, Trust and Belonging: Multnomah County is committed to developing, nurturing and continually improving workforce equity by identifying and addressing the structural and policy barriers to equal employment opportunity faced by

our employees and communities. Learn more by reading our [Workforce Equity Strategic Plan](#) and exploring our [Core Competencies](#) for all County employees.

COVID-19 Vaccination Requirement: To protect the health of the community and employees, Multnomah County requires employees to be fully vaccinated against COVID-19 or have an approved medical or religious exception as a qualification of employment.

The rule applies to all employees, as allowable by law. Candidates who receive an offer of County employment must provide proof of vaccination upon hire or submit an exception request prior to their start date.

Veterans' Preference:

Under Oregon Law, qualifying veterans may apply for veterans' preference for this recruitment. Review our [veterans' preference website](#) for details about eligibility and how to apply.

For veterans qualified for Veterans' Preference: If you believe you have skills that would transfer well to this position and/or special qualifications that relate to this position, please list those skills and/or qualifications.

Accommodation under the Americans with Disabilities Act: We gladly provide reasonable accommodation to anyone whose specific disability prevents them from completing an application or participating in this recruitment process. Please contact the recruiter below in advance to request assistance. Individuals with hearing or speech impairments may contact the recruiter through the Telecommunications Relay Service by dialing 711.

Application Instructions:

Please fill out and submit an application for this position through the form also located on this [website](#). The deadline for submitting an online application is April 2, 2023.