

CITY OF MADISON POSITION DESCRIPTION

1. Name of Employee (or "vacant"):
Roy ("Hardy") Garrison
Work Phone: 261-9266
 2. Class Title (i.e. payroll title):
Administrative Assistant [Comp Group 17, Range 14]
 3. Working Title (if any):
currently "CDD Systems and Finance Coordinator"
 4. Name & Class of First-Line Supervisor:
Jim O'Keefe
Work Phone: 266-7851
 5. Department, Division & Section:
Department of Planning and Community & Economic Development
Community Development Division
 6. Work Address:
Rm 225, Madison Municipal Building
 7. Hours/Week: 38.75
Start time: End time:
 8. Date of hire in this position:
In current classification since May 16, 2010.
 9. From approximately what date has employee performed the work currently assigned:
June-July 2011
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10. Position Summary:

Working under the general supervision of the Division Director and This is responsible professional and administrative work supporting the development, coordination and management of financial and budgetary operations within the Community Development Division, and the provision of associated administrative services. Of particular significance among this position's varied fiscal responsibilities is the day to day oversight of the financial management and reporting requirements associated with federal and state grants administered by the Division. Under the general supervision of the CD Division Director, this position requires considerable expertise, independent judgment and discretion in helping to meet CDD program objectives. At times, the position may be asked to lead clerical and/or paraprofessional staff in the administration and/or coordination of related services.
 11. Functions and Worker Activities: (Do NOT include duties done on an "Out-of-Class" basis.)
20 % A. Manage the Community Development Division's day-to-day budgetary operations.
 1. Under the direct supervision of the Division Director, and working with the Division's management team, develop, coordinate and administer the operating budgets of the CD Division's CDBG Office, Madison Senior Center, Child Care, and Community Resources units, and serve as the primary resource on matters pertaining to these budgets. Manage or monitor the expenditures of Capital Budget projects administered solely by CDD or in concert with other City agencies.

2. Develop, plan and administer the Community Development Division's chart of accounts, charge codes, and other account strings or codes as required by the City's financial systems.
3. Provide day-to-day oversight of a large variety of expenditures and revenues, including those tied to numerous federal and state grants, and to various Special Funds administered by the Division (including the Affordable Housing Initiative, the Home Buy - the American Dream Program, Homebuyer Assistance, Housing Rehabilitation, Scattered Site, and Daycare Rehab Loan Funds). Serve as the primary resource on these matters.
4. Monitor and advise CDD managers regarding CDD staff step and longevity increases and other adjustments to payroll expenses, including their resultant impacts on the Division's operating budget. Develop, plan and administer staff payroll allocation formulas and payroll exception codes utilized by the Division. Oversee payroll expenditures and monitor overtime charges throughout the year..
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20 % B. Oversee the Community Development Division's day-to-day purchasing functions.

1. Facilitate and monitor the use of the Division's Reserve Funds and other funds made available through the Division's Request For Proposals and related funding processes. Make recommendations to Division managers and pertinent policy committees in areas such as the various goal-, objective-, and program-level budget allocations associated with these funding processes.
2. Review and evaluate submitted funding proposals for consistency and compatibility with the Division's budget, and fund balances in specific Reserve Funds or other applicable funding sources managed by the Division, as well as with any associated grant regulations. Verify the availability of funds for recommended projects at the time of Committee and Common Council approval.
3. Develop and maintain internal CDD information systems needed to track requests for funding, and the corresponding fiscal, programmatic, and legal document data associated with those projects that are awarded funds. Establish, configure and monitor related fund information in the Provider Gateway contract maintenance system, and oversee the regular reconciliation of these funds with revenue and expenditures reported through the City's financial system.
4. Review and approve authorized CDD purchase requisitions, and draft appropriate disbursement authorization documents for use in invoicing against the associated Purchase Orders. Monitor and apprise Division managers regarding the budgets and expenditures associated with the Division's Purchase of Service contracts administered by the CDBG Office and Community Resources unit.
5. Serve as the CD Division's purchasing card (P-Card) coordinator. Request new cards, manage card limits, and review monthly card statements. Develop procedures for proper internal control and oversight as required.

40 % C. Monitor federal and state grant transactions and advise Division managers with respect to issues regarding the City's compliance with grantor fiscal obligations.

1. Oversee the comprehensive financial management of federal and state grants administered by CDD, including grant awards from the U.S. Department of Housing and Urban Development (HUD), the U.S. Department of Energy (DOE), and the Wisconsin Department of Administration's Division of Housing. Approve and/or monitor authorized grant expenditures in accordance with applicable federal and state regulations. Ensure the City's compliance with Public Service and Administration spending caps imposed by federal and state grantors.
2. Approve requests for City reimbursement of authorized grant expenses via the drafting of payment vouchers for EFT transfer or drawdown of grant funds, the submittal of check requests, or other grantor-prescribed reimbursement methods.
3. Review the City's receipts of program income (PI) generated from repayments of loans and other prior federal and state grant disbursements, and monitor & analyze the impact of PI receipts upon applicable administrative spending caps. Calculate and ensure the timely remittance of CDBG revolving loan interest payments due to HUD.
4. Oversee the financial reporting requirements associated with CDD-administered grants. Prepare and file quarterly SF-272 Federal Cash Transactions Report and SF-425 Federal Financial Report (FFR) according to regulatory guidelines. Manage or monitor the entry of requisite fiscal and

programmatic data into prescribed online systems, including the federal Secure Systems portal, System for Award Management (SAM), Line of Credit Control System (eLOCCS), ASAP, and HUD's Integrated Disbursement and Information System (IDIS). Ensure the City's compliance with Federal Funding Accountability and Transparency Act (FFATA) requirements via the FFATA Subaward Reporting System (FSRS).

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10 % D. Provide primary support to the Community Development Division's management team on budget and financial issues.

1. Serve as the Division's primary contract with the Finance department on budget matters, including how the Division's budget information is presented in the City budget.
2. Provide budget and accounting services to the Division Director and CDD unit supervisors by preparing and providing relevant financial data, reports, and periodic statements regarding projects funded by the Division, operating and payroll expenditures, and other budgetary matters related to Division-administered initiatives and services.
3. Draft or review fiscal notes to be included in resolutions or other legislative files prepared by the Division for consideration by the Common Council. Advise Division staff on issues related to budget amendments and/or fiscal notes.
4. Analyze the budget implications of proposals or decisions affecting CDD programs or budgets and prepare related reports, as requested, by the CDD management team or others.
5. Advise and/or participate alongside the Director and CDD unit supervisors as needed, regarding Community Development Division fiscal matters under consideration by the City's CDD-staffed committees and the Board of Estimates.

10 % E. Provide associated administrative services.

1. Serve as primary Division liaison to the City's Information Technology Department. Organize and lead the CDD Technology Workgroup, and coordinate Division initiatives or efforts assigned to the workgroup. Assign associated tasks to workgroup members, and oversee their progress toward completion.
2. Serve as primary Division liaison to the Finance Department's Accounting Services (MUNIS, Purchasing, Payroll) and Budget & Audit sections.
3. Serve as the primary liaison between the Division and the City's external auditors. Annually prepare and/or complete the CDD portions of the City's single grant audit. Coordinate the Division's response to any regulatory, procedural or transactional information requests made by the City's internal auditors, external auditors, and federal or state grantors.
4. When requested, lead clerical and/or paraprofessional Division staff in the administration and/or coordination of services and procedures related to the functions described above.
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12. Primary knowledge, skills and abilities required:

knowledge of professional accounting theory, principles and practices. Knowledge of various accounting systems and their applicability to municipal financial operations. Working knowledge of information systems and their application to accounting systems. Working knowledge of federal and state grant regulatory requirements as they pertain to financial management of grant awards. Ability to prepare and analyze complex financial statements and reports. Ability to advise and assist in the resolution of accounting problems or issues. Ability to perform financial management audits. Ability to follow written and/or oral instructions. Ability to develop and maintain effective working relationships with a wide variety of City contacts. Ability to perform accurate calculations. Ability to lead administrative or paraprofessional staff or staff teams. Ability to communicate effectively, both orally and in writing.

13. Special tools and equipment required:

14. Required licenses and/or registration:

15. Physical requirements:

16. Supervision received (level and type):

Work is typically performed under the general supervision of the Community Development Division Director.

17. Leadership Responsibilities:

This position: is responsible for supervisory activities (Supervisory Analysis Form attached).
 has no leadership responsibility.
 provides general leadership (please provide detail under Function Statement).

18. Employee Acknowledgment:

I prepared this form and believe that it accurately describes my position.
 I have been provided with this description of my assignment by my supervisor.
 Other comments (see attached).

EMPLOYEE

DATE

19. Supervisor Statement:

I have prepared this form and believe that it accurately describes this position.
 I have reviewed this form, as prepared by the employee, and believe that it accurately describes this position.
 I have reviewed this form, as prepared by the employee, and find that it differs from my assessment of the position. I have discussed these concerns with the employee and provided them with my written comments (which are attached).
 I do not believe that the document should be used as the official description of this position (i.e., for purposes of official decisions).
 Other comments (see attached).



SUPERVISOR

3/31/15

DATE

Note: Instructions and additional forms are available from the Human Resources Dept., Room 501, City-County Bldg. or by calling 266-4615.