

## CITY OF MADISON POSITION DESCRIPTION

1. Name of Employee (or "vacant"):

Vacant

Work Phone: TBD

2. Class Title (i.e. payroll title):

Accountant 3

3. Working Title (if any):

Parks Financial and Administrative Coordinator

4. Name & Class of First-Line Supervisor:

Kay Rutledge, Assistant Parks Superintendent

Work Phone: 608-266-4714

5. Department, Division & Section:

Public Works, Parks Division, Planning, Development and Finance

6. Work Address:

210 Martin Luther King Jr. Blvd. Room 104, Madison WI 53703

7. Hours/Week: 38.75

Start time: 8:00 AM End time: 4:30 PM

8. Date of hire in this position:

TBD

9. From approximately what date has employee performed the work currently assigned:

N/A

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10. Position Summary:

This is responsible professional, administrative and supervisory work in the development, coordination and management of the Parks Division's financial programs, administrative services, and policy development and analysis. As the Financial and Administrative Coordinator, the employee provides professional staff support in the development, analysis and administration of various Parks Division budgets; supervises the payroll, human resources, accounting, revenue and purchasing functions for the Division; prepares detailed reports and complex statistical analysis, incorporating policy level recommendations to develop the schedule of charges for both the State Street Mall and Capitol Concourse and the Urban Forestry special charges; coordinates the Division's information technology program; provides analysis of worker's compensation, wage insurance and general payroll distribution; and coordinates impact fee revenue collection including letters of credit for the Division and ensures impact fees are appropriately utilized. Under the general supervision of the Parks Assistant Superintendent, this position requires considerable professional expertise, independent judgment and discretion in meeting program objectives. This position shall serve as liaison to the Finance, Human Resources and Information Technology Departments.

11. Functions and Worker Activities: (Do NOT include duties done on an "Out-of-Class" basis.)

- 55%
- A. Coordinate the Financial Management of the Parks Division.
    - 1. Develop, maintain, implement and coordinate the Division's accounting, purchasing and budgeting policies, including the chart of accounts. Train staff to ensure compliance.
    - 2. Develop, coordinate, analyze, review, and implement all aspects of the Parks Division's budgetary process including financial forecasting, planning, formulating, adopting, implementing and auditing.
    - 3. Develop, implement, distribute and document financial reports and financial review procedures for all sections, units and projects within the Parks Division's budgets, including operating, special revenue, capital and enterprise funds.
    - 4. Prepare financial and operational statistical reports for Parks Management, the Parks Commission, the Mayor's Office, and the Finance Department.
    - 5. Serve as liaison to and maintain effective working relationships with the City Finance Department.
    - 6. Provide daily oversight and control over a large variety of expenditures and revenues. Evaluate Division funding requests based on budgetary, policy and other constraints.
    - 7. Coordinate Development and Park Impact fee revenue collection including letters of credit for the Division. Audit impact fee revenue collection and verify project impact fee utilization, developing reports in accordance with current legislative requirements.
    - 8. Develop, coordinate, monitor and review cash management policies and procedures for Division.
    - 9. Develop schedules of special charges and/or special assessments for the Division, including the State Street/Mall Concourse and Urban Forestry special charges schedules. Develop and recommend policy changes by performing complex analyses to optimize collection of fees.
    - 10. Develop internal controls and procedures to ensure Division compliance with purchasing, administrative procedure memoranda, and accounting standards for the Division's use of purchase orders and procurement cards. Achieve monthly closing of financial transactions in accordance with Finance Department requirements.
    - 11. Develop and implement accounting/financial systems and programs. Provide high level expertise in the analysis of accounting/financial issues with a great degree of skill and independence.
    - 12. With the Assistant Parks Superintendent, develop and maintain standards to ensure equity in financial and operational decision-making.
- 25%
- B. Coordinate management of the Human Resources and Payroll functions of the Division.
    - 1. In coordination with the Assistant Parks Superintendent, develop, implement, maintain and oversee all hiring processes within Division.
    - 2. Serve as liaison to and maintain effective working relationships with the City Human Resources Department and Central Payroll.
    - 3. Conduct formal and informal investigations into Human Resources issues such as sexual harassment, discrimination, discipline, or other complaints as assigned.
    - 4. Oversee Division's payroll functions including bi-weekly payroll; worker's compensation; wage insurance program; and family medical leave programs, developing procedures and user manuals to facilitate utilization of the Kronos timekeeping system.
    - 5. Serve as liaison for affirmative action matters; recommend outreach and recruitment initiatives for under-represented groups
    - 6. Hire, train, develop and manage all assigned staff in collaboration with the Assistant Parks Superintendent.
    - 7. Along with the Assistant Parks Superintendent, develop, implement, review and maintain equity standards in human resources and human capital decision-making.
- 10%
- C. Policy Development and Cost-Benefit Analysis
    - 1. Design, implement, report the findings of and provide recommendations informed by administrative, operational, and cost-benefit analysis studies.
    - 2. Evaluate and recommend policy and procedural changes in areas such as program budgeting; fee schedules; goal development and long-range planning; program and budget development; and expense control.
    - 3. Review programs and summarize issues within sections and recommend remedial actions.
    - 4. Assist Parks Division managers in interpreting and collaborate with managers to develop policies and procedures for the use of public Parks' facilities.

5. Assist in reviewing a wide variety of policy recommendations to the City and Division, preparing detailed reports and analysis.
  6. Along with the Assistant Parks Superintendent, develop and maintain equity standards for all policy reviews and changes for the Parks Division.
- 5% D. Coordinate the Information Technology Program for the Parks Division
1. Establish Division hardware, software, and network needs , and make recommendations to prioritize investments.
  2. Manage personnel access to City's financial, payroll, purchasing, recruitment, scheduling and other associated software and business systems.
  3. Review and provide analysis for the development of computer, software, and business systems including implementation and maintenance.
  4. Serve as liaison to and maintain effective working relationships with the Information Technology Department.
  5. Assist Division supervisors and staff in interpreting and collaborate with Division supervisors to develop policies and procedures related to software and technology utilized in Division.
  6. Along with the Assistant Parks Superintendent, develop and maintain equity standards in all information technology program decision-making.
- 5% E. Legislative Program Support and Other Related Tasks
1. Develop, analyze and review relevant resolutions, ordinances, and other legislative items proposed by or which impact the Division.
  2. Provide fiscal estimates to the Finance Department for legislation involving the Division.
  3. Serve as a member of the Parks Leadership Team.
  4. Serve as a Neighborhood Resource Team representative.
  5. Serve as assigned staff to the Board of Estimates. Monitor all Board agendas, minutes and attend meetings as needed.
  6. Attend Park Commission, Park Commission Sub-committee, Downtown Coordinating Committee, City Council, neighborhood and other public meetings at night and weekends as required.
  7. Perform other duties as assigned.

12. Primary knowledge, skills and abilities required:

Thorough knowledge of professional accounting theory, principles, and practices. Thorough knowledge of and ability to use computer software applicable to the duties of the position, including accounting systems. Working knowledge of public administration principles and practices. Working knowledge of professional accounting theory, principles, and practices. Working knowledge of various accounting systems and their applicability to municipal financial operations. Working knowledge of information systems and their application to accounting and administrative systems. Ability to apply accounting theory, critical thinking and problem solving techniques to a wide array of operational problems. Ability to use independent judgment in challenging situations. Ability to prepare complex budgets, financial statements and reports. Ability to prepare comprehensive financial statement and reports. Ability to gather, tabulate, and prepare various statistical reports. Ability to supervise and perform high risk financial and management audits. Ability to perform human resources investigations. Ability to advise and assist in the resolution of accounting and general management problems or issues. Ability to follow written and/or oral instructions. Ability to develop and maintain effective working relationships with a wide variety of City and external business contacts. Ability to perform accurate calculations. Ability to lead or supervise administrative or paraprofessional staff. Ability to communicate effectively both orally and in writing. Ability to organize work to be accomplished, and delegate tasks to subordinates. Ability to advise and assist both internal and external managers on the resolution of accounting problems or issues. Ability to use computers in conducting professional accounting work. Ability to maintain adequate attendance.

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13. Special tools and equipment required:

N/A

14. Required licenses and/or registration:

Driver's license.

15. Physical requirements:

The incumbent will be expected to attend meetings and provide presentations outside the normal work schedule, including evenings and weekends. The incumbent will need to be able to perform office work for extended periods of time.

16. Supervision received (level and type):

Assistant Parks Superintendent, General Supervision

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

\_\_\_\_\_  
DATE

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