

CITY OF MADISON POSITION DESCRIPTION

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

Amanda Lythjohan

Work Phone: 608-267-2675

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

18/15

3. Working Title (if any):

Administrative, Finance and Project Portfolio Manager

4. Name & Class of First-Line Supervisor:

Sarah Edgerton

Work Phone: 608-261-9642

5. Department, Division & Section:

Information Technology

6. Work Address:

210 Martin Luther King JR Blvd, Suite 525

7. Hours/Week: 38.75

Start time: 5:45 am End time: 3:00 pm

8. Date of hire in this position:

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

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10. Position Purpose: (How this position fits into the overall mission, vision, and goals of your agency and work unit.)

11. Position Summary:

This is a highly responsible professional, managerial, administrative, financial and supervisory work within the IT Department. Under the general supervision of the IT Director and working closely with the Assistant IT Director and Team Leads, this position facilitates the effective and efficient management of the department; develops and implements systems that enable the IT Director, Assistant Director and Teams Leads to make better program and operational decisions; and provides analytics that inform decision making and resource allocation. Work is performed under broad management policy and requires considerable independent judgement and discretion in supervising, directing and controlling the administrative and financial activities in assigned areas of responsibility. Under the general supervision of

the IT Director, the employee functions as an integral member of the management team by providing expertise in the areas of budget, program and staff analysis, systems improvement, and data management. This position provides consultation at all levels of the organization and exercises a high level of independent judgement and discretion in developing program goals and objectives.

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

35% A. Financial Management

1. Provide expertise and consultation to managers in the interpretation of City administrative polices and operating practices. Provide liaison with City Finance Department, Human Resources, Attorney's, and other city departments in efficiently conducting departmental business. Develop internal administrative systems and controls.
1. Oversee financial priorities and recommend, establish and implement policies and procedures as directed by the IT Director.
2. Oversee the gathering of data and preparation of the annual capital and operating budgets and financial reports.
3. Develop, coordinate, analyze, monitor and oversee the capital and operating budgets of the IT Department and serve as the primary resource on these budgets for contracting and purchasing of goods and services.
4. Meet with the IT Director, Assistant IT Director and Team Leaders to discuss budget narratives and related data.
5. Assist and/or stand-in in the presentation of annual budgets to the Mayor's Management team, Finance Committee and City of Madison Common Council.
6. Represent the Department at meetings related to budget, data, and finance, or other policy makers as assigned by the IT Director.
7. Administer and coordinate the annual financial audit process in coordination with Finance and the outside audit firm.
8. Manage and make recommendations for annual borrowing.
9. Manage hardware and software requests, create processes and coordinate with the appropriate IT staff for review and recommendations.
10. Provide professional analytic expertise related to finances, contracts, purchasing and staffing.
11. Prepare and present reports relating to budget requests and/or analysis.
12. Prepare, coordinate or supervise the preparation of agency or account transfers of equipment, labor or maintenance costs to be paid by City agencies.
13. Prepare and present reports relating to budget requests and/or analysis.
14. Determine final recommendations of City technology investments that relate to the IT infrastructure and IT portfolio.
15. Oversee the purchase of technology for all City agencies, including agency billings
16. Oversee and maintain all City maintenance chargebacks.
17. Prepare and oversee invoices to other public agencies for IT services.
18. Develop and recommend operational and programmatic standards and procedures.
19. Maintain a high level of expertise in all aspects of the MUNIS financial system; including budgeting, project management, payroll, purchasing, and billing.
20. Review all guidelines developed by City Finance and provide adaptation to IT processes as needed.
21. Develop and implement improvements to a variety of existing accounting processes, internal fiscal control systems, and/or reporting practices.
22. Develop processes and procedures for the management of the accounts receivable and billing for IT. Ensure compliance with required accounting practices.
23. Provide training to staff on financial management, budget processes and accounting standards and guidelines.

10% B. Planning

1. Actively participates as part of the management team in program planning and evaluation activities.
2. Coordinate team efforts on administrative matters and special projects, as assigned.

3. Assists the IT Director in managing and directing the finance and administrative operations and activities of the Information Technology Department.
4. Develop and recommend operational and programmatic standards and procedures.
5. Contribute to the development of objectives, policies, strategies and long-term and annual plans for the IT Department to support the delivery of high quality and necessary services to the city.
6. Works closely with the IT Director, other City departments, staff of other public agencies, and the general public to establish goals and policies consistent with the City's and department's goals, initiatives, and service levels.
7. Develops and maintains services catalog describing the offerings of ITS services and participates in the development of service level agreements for the delivery of those services
8. Works with departments to determine and set service levels and service level agreements for technology purchases to ensure service levels are met.
9. In conjunction with the IT Director, plans, organizes, directs, and gives overall policy guidance and review to the continuing work and special projects of the information technology function.
10. Evaluate and recommend policy and procedural changes in areas such as program budgeting, goal development and long-range planning, program and budget development, and expense control.
11. Design and implement administrative and operational analysis studies.
12. Coordinate, evaluate and report on assigned projects/programs of a special and/or ongoing nature.
13. Direct the development of necessary business systems and procedures to ensure efficient, effective operations and recordkeeping; and develop and monitor fiscal systems. Oversee the analysis of return on investment reports and cost-benefit analyses.

- 20% B. Oversee the Portfolio Managers Team
1. Provide overall strategy and direction for the information technology project management processes and practices for technology projects.
 2. Manage the technology project managers responsible for medium to large scale technology enterprise-wide projects for the City of Madison.
 3. Hold Team and individual meetings
 4. Status and individual reviews
 5. Evaluate employee work
 6. Conduct performance management, coaching and counseling
 7. Participate in hiring and promotional decisions
 8. Resolve grievances
 9. Provide training and mentoring
 10. Schedule staff and approve leave time.
 11. Schedule meetings and meet with Agencies as needed for specific projects
 12. Overall team project management
 13. Assign and review resources for projects within the team
 14. Promote employee engagement, motivation and job satisfaction.

- 10% B. Oversee the Administrative Team
1. Hold Team and individual meetings
 2. Status and individual reviews
 3. Evaluate employee work
 4. Conduct performance management, coaching and counseling
 5. Participate in hiring and promotional decisions
 6. Resolve grievances
 7. Provide training and mentoring
 8. Schedule staff and approve leave time.
 9. Schedule meetings and meet with Agencies as needed for specific projects
 10. Overall team project management
 11. Assign and review resources for projects within the team
 12. Promote employee engagement, motivation and job satisfaction.

- 10% C. Contracts
 - 1. Oversee the creation of IT contracts in coordination with City policies and/or the Attorney's Office
 - 2. Lead and Manage contract compliance with enterprise-wide technology contracts
 - 3. Draft resolutions for the IT department to effectively manage City contracts
 - 4. Encumber contracts to ensure budget compliance

- 10% D. Personnel
 - 1. Participate in and/or oversee the hiring, evaluation and discipline of IT staff
 - 2. Oversee all aspects of IT payroll; directing the processing, operations and staff of the payroll section of IT
 - 3. Oversee and provide timely required payroll reporting, including W-2's, tax liabilities and WRS
 - 4. Oversee and monitor the tracking of employee training in compliance with administrative procedures
 - 5. Perform professional and technical functions in payroll and benefits management

- 5% E. Administration
 - 1. Include racial equity and social justice (RESJI) considerations in projects and initiatives
 - 2. Attend training on APM 3-5, Implicit Bias and RESJI topics as assigned by your supervisor
 - 3. Attend Team, Unit and Department Meetings
 - 4. Prepare status reports and other communications
 - 5. Training on technologies as needed
 - 6. Recordkeeping such as time spent on various tasks, tracking progress on tasks and recording new assignments
 - 7. Other duties as assigned

13. Primary knowledge, skills and abilities required:

Thorough knowledge of the principles and practices of business management and public administration. Thorough knowledge of budgetary, financial and accounting principles and practices. Thorough knowledge of computerized data systems, including their utilization in accounting, finance, data manipulation and projections, and budget development and monitoring. Thorough knowledge of general office procedures and supervisory principles and practices. Working knowledge of and ability to use computers and software as applicable to the duties of this position. Ability to develop, administer and monitor policies and administrative procedures applicable to Information Technology Department programs. Ability to apply accounting theory to a wide variety of operations problems. Ability to supervise and/or perform financial audits. Ability to work with a variety of accounting/financial system. Ability to prepare capital and operating budgets and comprehensive written reports and to develop and present persuasive recommendations orally and in writing. Ability to exercise considerable judgment and discretion in completing assigned tasks. Ability to effectively lead projects and participate as a member of a project team to improve/develop departmental programs and services. Ability to supervise project portfolio management and administrative staff. Ability to plan, prioritize and organize work of self and staff. Ability to provide advice, consultation, training, mentoring and leadership to others. Ability to develop and maintain effective working relationships and interact with internal IT staff, other agencies, vendors, consultants, City officials and the general public in a courteous and professional manner. Ability to evaluate centralized administrative support services and to recommend and implement changes. Ability to communicate effectively, both orally and in writing. Ability to work independently, determine work priorities, and meet deadlines. Ability to maintain adequate attendance.

14. Special tools and equipment required:

15. Required licenses and/or registration:

16. Physical requirements:

17. Supervision received (level and type):

18. 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).

19. 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

20. 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

Instructions and additional forms are available from the Human Resources Dept., Room 261, Madison Municipal Bldg., calling 266-4615 or visiting cityofmadison.com/employeeenet/policies-procedures/position-descriptions.