

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):
Community Development Aide
 3. Working Title (if any):
 4. Name & Class of First-Line Supervisor:
Bill Clingan, Community Development Division Director
Work Phone: 266-7851
 5. Department, Division & Section:
Dept. of Planning and Economic and Community Development, Community Development Division
 6. Work Address:
215 Martin Luther King, Jr. Blvd.
 7. Hours/Week: 38.75
Start time: 7:30 a.m. End time: 4:00 p.m.
 8. Date of hire in this position:
 9. From approximately what date has employee performed the work currently assigned:
5/19/08
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10. Position Summary:
This is highly responsible technical and administrative work maintaining accounting and fiscal record keeping systems for the Community Development Division, coordinating activities with the City's accounting system, and assuring Division compliance with varied and complex recordkeeping and reporting requirements for Federal and state grants and local funds. Work includes assisting the Division Director in development, analysis and administration of Division budgets and financial plans. Responsibility for development, coordination and management of the Division's IT systems is also assigned to the position.
11. Functions and Worker Activities: (Do NOT include duties done on an "Out-of-Class" basis.)
35% A. Maintain financial records for the Community Development Division
 1. Oversee financial and fiscal reporting systems of the Community Development Division. Monitor expenditures and revenues. Maintain Division bank deposits, drawdown requisitions, receipts, disbursements and records.
 2. Establish and implement internal accounting systems, recordkeeping and reporting procedures. Maintain account balances for grants and other accounts.

3. Monitor Division compliance with requirements of various funding sources. Report division fiscal data as required and prepare funding drawdowns as necessary, using systems such as FedConnect, IDIS, LOCCS, and ASAP.
 4. Verify financial records: Reconcile and maintain complex ledgers, reports and computerized financial records; prepare account reconciliation paper work and journal vouchers as required for processing by Comptroller's office. Conduct year-end account review and reconciliations. Conduct internal audits.
 5. Prepare and submit required financial statements to the U.S. Department of Housing and Urban Development (HUD), the U.S. Department of Energy (DOE), Wisconsin Department of Commerce Division of Housing & Community Development (DHCD), Division-staffed City committees and other Federal, state and local government bodies.
- 35% B. Maintain the Division's recordkeeping, data collection and reporting functions.
1. Coordinate division program and financial data collection, organization and use.
 2. Provide coordination for data from different reporting methods and systems to allow transfer and exchange of data between systems.
 3. Gather and review data and prepare reports and data analyses, coordinate Division reporting activities.
 4. Prepare required project status reports and data summaries to HUD, DOE < DHCD < Division-staffed City committees and other Federal, state and local government bodies. Examples: Consolidated Annual Performance and Evaluation Report on Community and Neighborhood Development (CAPER), Grantee Performance Progress Reports, portions of the biennial Program Funding Framework for Community and Neighborhood Development, Strategic (Consolidated) Five-Year Plan, and annual Community and Neighborhood Development One-Year Action Plan documents.
 5. Maintain inventory of related recordkeeping forms, report instructions and other related publications and/or manuals.
- 15% C. Coordinate the Division's automated information management systems and computer operations.
1. Plan for complex division computer and technology system/program needs. Maintain system compatibility. Prepare annual computer Network Security Audit Reports. Participate in user groups and other teams to stay current on City systems and practices.
 2. Work with Division staff to identify needed improvements and with IT staff to address problems and/or make improvements.
 3. Recommend and coordinate installation and use of specialized commercial software and hardware.
 4. Identify staff training needs relative to Division information management systems and computer operations. Provide training and guidance, establish system user guides and assure documentation for ongoing staff use.
 5. Develop and maintain the Community Development Division web page, including preparing online reports. Work on other public and/or intranet web projects as requested.
- 15% D. Assist Director with administrative and/or budget-related functions
1. Assist in or coordinate gathering data for Division budgets and other financial documents. Assist in Division capital and operating budget preparation. Routinely review and monitor capital and operating budget expenditures and revenue. Assist in development and implementation of budget documentation, including narrative, financial and statistical reports, and fiscal controls.
 2. Assist in developing Division financial priorities and in budget planning for meeting those needs. Recommend supporting policy and procedural changes. Provide recommendations for fund transfers and other financial transactions. Review complex financial proposals and make recommendations about them.

3. Serve as the division's primary administrative liaison with the City comptroller's Office and Information Technology Department. Represent the division and/or Director for routine matters related to the division budget and/or computer system issues.
4. Assist in planning and implementation of administrative and financial systems to assure compliance with Federal, state and local rules for programs administered by the Community Development Division.
5. Provide for division-wide standardization of systems, staff training and consultation, and analysis of specific applications to accomplish the transfer and utilization of information. Play an active role in assessment and enhancement of division office procedures, policies and standards.

12. Primary knowledge, skills and abilities required:

Knowledge of bookkeeping, financial management and accounting principles, practices, procedures and terminology. Knowledge of budget methods, forms and controls. Knowledge of and ability to use word processing, database management, spreadsheet and other relevant computerized information systems, equipment and software. Knowledge of data collection and analysis techniques and related computer applications. Thorough knowledge of office practices and procedures

Ability to apply technical skills to a variety of accounting and record keeping needs. Ability to perform accurate calculations, make and verify complex mathematical computations and maintain complete accounting and other types of records. Ability to advise and assist in the resolution of accounting or systems-related problems or issues. Ability to develop and oversee the maintenance of effective record keeping and systems, both manual and automated. Ability to collect, analyze, summarize and articulate information and data. Ability to prepare technical and narrative reports.

13. Special tools and equipment required:

14. Required licenses and/or registration:

15. Physical requirements:

Office work physical requirements

16. Supervision received (level and type):

General supervision by 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

DATE

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