

## ENTERPRISE PROGRAM SUPERVISOR

### CLASS DESCRIPTION

#### General Responsibilities:

This is highly responsible professional, supervisory, and administrative work in planning, coordinating and directing the procurement or data analysis functions within the Finance department. An Enterprise Program Supervisor may plan, coordinate, perform, and supervise the procurement and accounting functions and activities of the Purchasing, Governmental, and Special Revenue Fund Accounting Services Section or may may plan, coordinate, perform, and supervise the work of the Data and Innovation Team. Work is characterized by significant technical and supervisory responsibility for the development and implementation of the specified programmatic area. The work is performed under the limited supervision of a Principal Accountant or other high-level manager and participates in the formulation of policies and procedures as part of the Finance Department's Management Team. Work is characterized by a high degree of independent judgment, discretion, and considerable initiative.

#### Examples of Duties and Responsibilities:

Supervise a team of Finance staff, including professionals and paraprofessionals. Participate in hiring and promotion decisions and provide training, work review and evaluation, discipline, resolution of grievances, and other supervisory responsibilities. Assign work, schedule staff, and approve leave time.

Perform program and project management functions. Meet with customers to determine business need and constraints. Determine budget, staffing, and ongoing support requirements for projects.

Provide guidance and consultation to internal city staff including Department and Division heads, the Mayor, and managers, as well as consultation for external customers/entities. Represent Division manager, and the Department as needed.

Participate in and develop high level strategies for delivering services to both internal customers and the public. Participate in policy development.

Determine budget costs and prepare budget proposals.

Participate in vendor/contract decisions. Assist with drafting and reviewing RFPs specific to Finance. Provide input on vendor selection. Negotiate contracts with vendors. Serve as contact lead with vendors.

Perform related work as required.

## QUALIFICATIONS

### **Knowledge, Skills and Abilities:\***

Thorough knowledge of professional accounting theory, principles and practices; various accounting systems and their applicability to municipal financial operations; data processing and its application to accounting systems. Thorough knowledge of data analysis principles and practices. Thorough knowledge of and ability to use computer software applicable to the duties of the position. Working knowledge of methods, principles, and practices of effective conflict resolution. Working knowledge of the full range of supervisory principles and practices, labor relations and personnel management. Knowledge of principles and practices of governmental budgeting and purchasing procedures and practices. Ability to assist in policy development. Ability to apply accounting theory to a wide variety of operations problems; prepare comprehensive financial statements and reports; supervise and perform financial and management audits and implement the day-to-day functions of a specific accounting program. Ability to work with various accounting/financial systems and/or database applications. Ability to develop and implement missions, strategic goals, and objectives for the team. Ability to plan, supervise, schedule, and review the work of lower-level professional, technical staff. Ability to provide advice, consultation, training, mentoring and leadership to others. Ability to plan, prioritize and organize work. Ability to develop realistic estimates, establish realistic schedules and meet deadlines on a consistent basis. Ability to meet project schedules and timelines. Ability to work effectively on several projects concurrently. Ability to work well under pressure. Ability to work independently, manage multiple complex projects on an ongoing basis. Ability to facilitate projects, recommend change and communicate methods. 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 develop and maintain effective working relationships and interact with customers, internal staff, other agencies, vendors, consultants, City officials and the general public in a courteous and professional manner. Ability to speak effectively and present information before groups of employees, managers, or officials. Ability to communicate effectively both orally and in writing. Ability to prepare and present written and oral reports and recommendations. Ability to maintain adequate attendance.

\*Specific KSAs may be adjusted on a position-by-position basis.

### **Training and Experience:**

Generally, positions in this classification will require:

Two (2) years of advanced-level professional experience comparable to that gained as an Accountant 3 or Data Analyst 3 with the City of Madison including, including technical or project leadership. Such experience would normally be obtained after graduation from an accredited college or university with a bachelor's degree in Accounting, Business

Analytics, Computer Science, Data Science, Math, Statistics, Economics, Public Administration, Public Policy, or a closely related field. Other combinations of training and/or experience which can be demonstrated to result in the possession of the knowledge, skills and abilities necessary to perform the duties of this position will also be considered.

Specific training and experience requirements will be established at the time of recruitment.

Necessary Special Qualifications:

Ability to meet the transportation requirements of the position.

**Physical Requirements:**

Work is primarily sedentary in nature and performed in an office environment. Employees will be expected to use standard office equipment such as a telephone, computer, calculator, copier, and fax machine.

Department/Division	Class Title	Comp. Group	Range
Finance	Enterprise Program Supervisor	18	14

Approved: \_\_\_\_\_

Erin Hillson

\_\_\_\_\_ Date

Human Resources Director