

CITY OF MADISON  
POSITION DESCRIPTION

1. Name of Employee (or "vacant"): Vacant  Work Phone:	5. Department, Division & Section: Police, Finance Unit						
2. Class Title (i.e. payroll title): Admin Clerk  3. Working Title (if any): Purchasing Clerk	6. Work Address: 211 S. Carroll St. Madison, WI 53703						
4. Name & Class of First-Line Supervisor: Terri Genin, Finance Manager (18-12)  Work Phone: 266-4477	7. Regular daily hours of work: Hours/Week: 38.75  From: 8am To: 4:30pm						
8. Date of hire in this position: ASAP							
9. From approximately what date has employee performed the work currently assigned: N/A							
10. Position Summary: <p>This is highly responsible administrative and financial work which involves coordinating the Police Dept. uniform procedures and purchases, maintaining numerous accounting ledgers and work sheets, preparing reports, processing purchase orders, vouchers and other purchasing information, managing purchasing processes, including coding and entering information related to billing, communicating and working with command staff to comply with all purchasing requirements, researching purchasing requests specifically as they relate to police functions, problem-solving issues that may arise in regards to purchases, and ensuring that all requests are processed, delivered and paid accurately.</p>							
11. <b>Time % Functions and Worker Activities: (Do not include duties done on an "Out-of-Class" basis.)</b> <table border="0"><tr><td style="vertical-align: top;">35%</td><td>Managing the complex uniform systems for authorized commissioned and non-commissioned staff. This includes verifying authorized items on uniform lists, ordering, coding and entering requests, tracking receipt of items, and processing payments to vendors. This also includes detailed tracking and communication with individual police employees in order to maintain individual account balances as allowed by labor contracts.</td></tr><tr><td style="vertical-align: top;">40%</td><td>Processing all other police purchases, including researching equipment requests, placing orders, coding bills, processing purchase orders and LPOs, coordinating credit card purchases and entering this information in the financial system, coordinating the receipt of items ordered and delivery to appropriate personnel.<ul style="list-style-type: none"><li>• Oversees the purchasing process for the entire Police Department, including all satellite districts. In addition to working with 480 Department officers and civilian employees on various purchasing request, this position works closely with the 42 Sgts., 21 Lts., 10 Capts., 3 Chiefs and 7 civilian supervisors/managers, in determining the appropriateness of purchasing requests, the best options for purchases, the historical information as needed, and the appropriate classifications and or funds that may be utilized.</li><li>• Required to use independent judgment in identifying how to allocate purchases per the authorized general operating budget, various segregated funds and at least fifteen different grant accounts; making the appropriate entries to these specific budget categories in Excel.</li><li>• Coordinate the training reimbursement process and the tracking of detailed training accounts. Exercise independent judgment in working with Training Captain and Lieutenant in regards to ensure that Police Department and City guidelines are met and that information is tracked and reported accurately; requires in-depth knowledge of City Travel/Training policy and procedures.</li><li>• Provides recommendations to senior command staff, particularly Assistant Chiefs and Captains, relating to purchasing requests to assure all City Purchasing procedures are followed; requires comprehensive knowledge of the City Purchasing policies and procedures.</li></ul></td></tr><tr><td style="vertical-align: top;">15%</td><td>Maintain subsidiary ledgers for general fund purchases, grants and segregated accounts on appropriate spreadsheets, balancing as needed, and preparing reports as requested for the Police Finance Manager. 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11.

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

- 5% Collection and analysis of data as requested, specifically as it relates to historical information regarding vendors, items purchased, and payment histories.
- 5% Developing departmental policies and procedures related to purchasing, including serving on the uniform committee and other ad hoc committees investigating new purchasing proposals.

12. Primary knowledge, skills and abilities required:

Considerable knowledge of general office administrative methods, practices and equipment; knowledge of related City policies and procedures, particularly those related to purchasing; ability to develop financial and statistical reports; knowledge of basic accounting practices; ability to assemble and evaluate information and prepare reports; ability to operate office equipment; ability to make decisions within policy constraints and to interpret policy and regulations to others; ability to establish effective public and working relationships; ability to communicate effectively with others in the Department regarding ongoing issues, changes, or information related to purchasing; the ability to type (see note); ability to perform mathematical computations and to maintain accounting-type records. Ability to provide leadership to subordinate staff and functions. Ability to utilize Excel, Word and other computer systems with some expertise. Ability to learn new computer systems, particularly financial systems, as needed. Ability to maintain a database program.

13. Special tools and equipment required:

Expertise in Excel and Word. Some knowledge of database systems. Ability to develop expertise in use of the City financial software. Ability to use a calculator and to perform mathematical computations and to maintain accounting records.

14. Required licenses and/or registration:

N/A

15. Physical requirements:

Ability to use a computer for long periods of time.

16. Supervision received (level and type):

Supervised by the Police Finance Manager (18-12)

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's Signature

\_\_\_\_\_  
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's Signature

\_\_\_\_\_  
Date

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