

CITY OF MADISON POSITION DESCRIPTION

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

Vacant

Work Phone:

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

Parking Division Finance and Administration Manager

3. Working Title (if any):

4. Name & Class of First-Line Supervisor:

Stefanie Cox, Parking Director

Work Phone: 265-147

5. Department, Division & Section:

Transportation, Parking Division

6. Work Address:

215 Martin Luther King Jr. Bvd

7. Hours/Week: 38.75/week

Start time: 8:30a End time: 4:30p

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.)

This position oversees the Finance and Administration Unit in the Parking Division. The employee plays a key role in budget development, managing various revenues and expenditures, developing related policies and procedures, and coordinating work among lower-level supervisors and administrative staff.

11. Position Summary:

This position is responsible professional, managerial, administrative, and supervisory work within the Parking Division. This position provides professional staff support in the development, analysis, and administration of the division's budget; in the development and analysis of various programs, operations, and functions; overseeing and developing the full range of centralized administrative support functions (eg payroll, purchasing and contracts, and administrative support activities). Under the general supervision of the Parking Director, this position functions as an integral member of the Parking Division Leadership Team by providing expertise in areas of staff analysis, management, and administration. Work is characterized

by the regular use of independent judgment and discretion. This position shall serve as a liaison to the Finance and Human Resources Departments.

12. Functions and Worker Activities: (Do NOT include duties done on an "Out-of-Class" basis.)
- 30% A. Manage and supervise the administrative functions of the Parking Division
 - 1. Provide expertise and consultation to managers in interpreting City administrative policies and operating practices.
 - 2. Develop internal administrative systems and controls.
 - 3. Oversee the resolution of operational or systems problems.
 - 4. Develop and recommend operational and programmatic standards and procedures.
 - 5. 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.

 - 20% B. Supervisor the payroll, human resources, and personnel functions of the Parking Division.
 - 1. Serve as liaison on affirmative action matters; recommend initiatives for outreach and recruitment of under-represented groups.
 - 2. Oversee and supervise the division payroll, wage insurance, and hiring processes.
 - 3. Coordinate developing, implementing, and maintaining the division's scheduling and payroll system.
 - 4. Provide leadership, policy direction, and expert advice to staff in the functional areas of general accounting, payroll, financial management, and purchasing services.
 - 5. Identify and recommend operating changes to improve the effectiveness and coordination of related functions and operations.

 - 20% C. Act as the division's appointed authority to purchase requisitions, contracts, and account management.
 - 1. Manage financials related to contract requirements and lease agreements.
 - 2. Manage, oversee, and develop Division policies relating to P-Card purchasing.
 - 3. Develop processes and procedures for managing the accounts receivables and billing for the Parking Division.
 - 4. Provide day-to-day control over a large variety of revenues and expenditures.
 - 5. Ensure compliance with required accounting practices.
 - 6. Develop, coordinate, and monitor cash management policies and procedures for Division revenues.
 - 7. Provide training to supervisory-level staff in financial management, budget processes, and accounting standards and guidelines.
 - 8. Provide interpretation of financial problems and situations and formulate recommendations for appropriate courses of action.

 - 15% D. Assign and monitor the work of employees both directly and through subordinate supervisors.
 - 1. Participate in and/or oversee the hiring, training, evaluation, and discipline of assigned subordinate supervisors, professionals, and administrative staff.
 - 3. Prioritize and assign work.
 - 4. Lead and supervise staff as they implement billing systems.
 - 5. Respond to employee grievances.
 - 6. Evaluate staff performance and develop approaches to improve performance when necessary.

 - 15% E. Develop, analyze, and administer the Parking Division's Operating and Capital Improvement budgets.
 - 1. Perform budgetary planning and cost-benefit analysis
 - 2. Provide professional analytic expertise related to finances, contracts, purchasing, and staffing
 - 3. Prepare and present reports relating to budget requests and/or analysis.

4. Maintain a high level of expertise in all aspects of the MUNIS financial system, including budgeting, grant and project management, payroll, purchasing, and billing.
5. Develop and implement improvements to various existing accounting processes, internal fiscal control systems, and/or reporting practices.
6. 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.

13. Primary knowledge, skills and abilities required:

- Thorough knowledge of business management and public administration principles and practices.
 - Thorough knowledge of various accounting systems and their applicability to municipal financial operations.
 - Thorough knowledge of and ability to use computer software applicable to the position's duties, including accounting systems.
 - Working knowledge of public administration principles and practices.
 - 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 various operational problems.
 - Ability to use independent judgment in challenging situations.
 - Ability to prepare complex budgets, comprehensive financial statements 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 resolving accounting and general management problems or issues.
 - Ability to follow written and/or oral instructions.
 - Ability to develop and maintain effective working relationships with various City and external business contacts.
 - Ability to perform accurate calculations.
 - Ability to organize work to be accomplished and delegate tasks to staff.
 - Ability to lead or supervise administrative or paraprofessional staff.
 - Ability to communicate effectively both orally and in writing.
 - Ability to work effectively with multicultural populations.
 - Ability to advise and assist internal and external managers in resolving accounting problems or issues.
 - Ability to maintain adequate attendance.
 - Thorough knowledge of budgetary, financial, and accounting principles and practices.
 - Thorough knowledge of computerized data systems, including their utilization in accounting, finance, data manipulation, projections, and budget development and monitoring.
 - Thorough knowledge of general office procedures and supervisory principles and practices.
 - Ability to develop, administer, and monitor policies and administrative procedures applicable to Parking Division programs.
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14. Special tools and equipment required:

15. Required licenses and/or registration:

Three (3) years of directly related financial management experience incorporating the management of related service programs. Such experience will normally be gained after obtaining a Bachelor's degree in Accounting or Finance. 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.

16. Physical requirements:

17. Supervision received (level and type):

Reports to Director of Parking

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.