

## CITY OF MADISON POSITION DESCRIPTION

1. Name of Employee (or "vacant"):  
  
Vacant  
  
Work Phone:
2. Class Title (i.e. payroll title):  
  
IT Administrative Services Manager CG/R 18/10
3. Working Title (if any):
4. Name & Class of First-Line Supervisor:  
  
Paul Kronberger, IT Director  
  
Work Phone: 266-4202
5. Department, Division & Section:  
  
Information Technology
6. Work Address:  
  
City County Building, Room 525
7. Hours/Week: 38.75  
  
Start time: 8:00 am      End time: 4:30 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 Summary:

Under the direction of the Information Technology Director, this position is responsible for the department's fiscal and personnel operations, including development and oversight of budgets, contracts, payroll and purchasing, audits, recruitments and outreach. This position works cooperatively with division managers, IT Principals, and other staff to develop, implement and maintain a complex coordinated departmental budget. This position is responsible for preparation, submission and monitoring of the IT budget as per the City of Madison budget processes and formats. This position develops strategies to assist the department in staying within its budget authorization, provides consultative leadership for the department's fiscal operations, collaborates with key staff to develop plans to assist the department in maintaining and maximizing revenues, and performs analysis and makes recommendations for the development of internal policies and procedures. This position manages the department's contract processing, monitoring and compliance functions, provides supervision to staff and performs related duties as required. In addition, this position performs a key role in monitoring and integrating racial equity and social justice practices and initiatives into the department's day-to-day functions.

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

- 30% A. Budget Preparation and Coordination
1. Develop, monitor and coordinate the internal budget process to capture historical spending data and current spending patterns, and the impact of the department's strategic and operational plans on future spending levels as established by the IT Director.
  2. Through the use of the city's ERP system or other means, develop historical spending patterns reports and future spending projections and recommend future year expense and revenue estimates.
  3. Serve as liaison between the IT Department and the City Finance Department regarding the budget. Provide timely updates and clarification of city budget instructions.
  4. Coordinate systems and spreadsheets necessary for input into the city's budget system (MUNIS). Manage the department's budget process to ensure that all budget deadlines are met. Communicate decisions and timelines to division managers, IT Principals and other key staff. Prepare and submit the department's operating and capital budgets into the city's budget system.
  5. Manage the technical and electronic budget preparation process, train division managers on these systems, and the compilation and completion of internal budget documents.
  6. Assist in the analysis of project proposals in both the Applications Development and Technical Services Divisions to identify cost and budget implications as well as operational impacts.
  7. Identify budget and operational initiatives that should utilize the RESJ Impact Analysis, and participate in conducting and preparing these
  8. Serve as liaison between the IT Director, City Departments, Mayor's Office, Finance Department, Common Council to facilitate timely and accurate IT amendments during the city's budget process.
  9. At the request of the IT Director, attend various city meetings, including night meetings, to represent the department on budget, financial, personnel or other matters.
  10. Participate in the development and management of grants.
- 10% B. Payroll Management
1. Supervise the preparation of the department's bi-weekly payroll.
  2. Assist staff with Munis questions and issues
  3. Supervise the timekeeping inputs for leave time
  4. Prepare reports needed by management, human resources or central payroll
  5. Serve as backup for payroll processing as needed
  6. Supervise all FMLA and other leave programs
  7. Supervise the department's payroll clerk
- 20% C. Purchasing and Contract Management
1. Supervise the department's purchasing function
  2. Assist in the preparation for RFPs, RFIs and bids
  3. Serve as the liaison with the City Attorney's Office on contract preparation
  4. Coordinate requests from city agencies to purchase software and other items and coordinate IT Department approval per APM 3-20
  5. Monitor IT contracts and related budget expense categories to identify trends or situations requiring management action
  6. Coordinate with other IT managers on planning for IT procurements
  7. Coordinate the processing of end user license agreements (EULAs), including coordination with the City Attorney's Office and the City's Risk Manager.
  8. Monitor vendor compliance in completing and submitting vendor affirmative action plans. Serve as a liaison with DCR as required.
- 20% D. Research, Policy Development and Special Assignments
1. Coordinate the receipt of SSAE 16 reports from software vendors
  2. Consult with and coordinate with IT managers on the analysis of these
  3. Research and prepare analysis and reports on a wide variety of issues as assigned
  4. Serve on city teams as assigned
  5. Analyze and recommend items and initiatives for use of the RESJ Impact Analysis Tool

6. Perform special assignments as directed
7. Serve as Project Manager on special projects as assigned
8. Participate in the department's strategic planning efforts and activities
9. Provide support for department management on MUFN (Metropolitan Unified Fiber Network Consortium) activities, including report and document preparation, analyses, fiscal coordination and other assigned tasks.
10. Participate in city strategic management activities including process reviews, serving on committees, and other assigned duties.

20% E. Personnel Management and Racial Equity and Social Justice Integration

1. Coordinate the filling of vacant positions
2. Work with Human Resources and IT Managers to expedite recruitments
3. Participate in departmental planning for staffing, succession management and workforce allocation and utilization.
4. Coordinate the department's engagement program
5. Organize internal teams and conduct RESJ Hiring Tool Analyses
6. Assist with external outreach to obtain more diverse applicant pools
7. Identify, manage, coordinate RESJ related training for IT staff
8. Serve on RESJ and other teams as assigned
9. Serve as the IT Department's DCR Coordinator
10. Participate in and/or conduct investigations as assigned
11. Serve as a member of the department's IT Leadership Team

12. Primary knowledge, skills and abilities required:

Working knowledge of public administration principles and practices. Working knowledge of budgeting, purchasing and contracting theory, principles, and practices. Working knowledge of payroll systems. Working knowledge of information systems and their application to budgeting and financial systems. Ability to apply critical thinking and problem solving techniques to a wide array of issues. Ability to use independent judgment in challenging situations. Ability to prepare complex budgets, financial statements and reports. Ability to conduct research and special assignments. Ability to advise and assist in the resolution of general management problems or issues. Ability to manage special projects. Ability to follow written and/or oral instructions. Ability to develop and maintain effective working relationships with a wide variety of City and external business contacts. Ability to perform accurate calculations. Ability to lead or supervise administrative or paraprofessional staff. Ability to communicate effectively both orally and in writing. Ability to maintain adequate attendance. Knowledge of RESJ concepts and practices. Ability to work with multicultural communities. Ability to attend meetings and events outside of the department, including night meetings.

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13. Special tools and equipment required:

14. Required licenses and/or registration:

15. Physical requirements:

The incumbent may be required to attend meetings outside of the agency, including night meetings, and represent the agency and director.

16. Supervision received (level and type):

General

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).

Paul A. Krombayer  
SUPERVISOR

9/25/2017  
DATE

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