

CITY OF MADISON POSITION DESCRIPTION

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

Vacant

Work Phone:

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

Finance Special Initiatives Coordinator

3. Working Title (if any):

4. Name & Class of First-Line Supervisor:

David Schmiedicke – Finance Director

Work Phone:

5. Department, Division & Section:

6. Work Address:

7. Hours/Week:

Start time: End time:

8. Date of hire in this position:

9. From approximately what date has employee performed the work currently assigned:

10. Position Summary:

This position is responsible for professional, administrative and supervisory work related to administrative support to the Finance Director, Finance Department administrative support responsibilities and department budget development and implementation, and special analysis and presentation projects for the department. Under the general supervision of the Finance Director, the employee exercises considerable judgment and discretion in meeting programmatic objectives, both directly and through subordinates.

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

- 50% A. Under the direction of the Finance Director, work on special initiatives related to the core business activities of the Finance Department.
1. Perform data analysis from the MUNIS system and other City-wide systems.
 2. Work with the Budget Manager on budget process planning and development efforts.
 3. Assist Finance Department managers in developing and maintaining performance measures.
 4. Coordinate implementation of the department's plans related to an equitable workforce, equitable hiring, civil rights coordination and other City-wide initiatives.
 5. Work with the Accounting Services Supervisor on special projects related to financial reporting, internal controls and other matters.
 6. Oversee the department's data inventory and records retention efforts.
- 20% B. Manage the department's administrative services functions
1. Supervise the reception and front-line customer service activities.
 2. Ensure contract routing and other administrative tasks are effective and efficient.
 3. Work with the Budget Manager in preparing the Board of Estimates agendas
 4. Work with the Finance Director on Room Tax Commission agendas
 5. Assist with and perform department administrative and human resources tasks, including employee onboarding and termination, personnel processes, payroll, purchasing, facilities issues, website and Sharepoint site management, and liaison with other City departments.
- 20% C. Develop and monitor the department budget
1. Use MUNIS to develop reports for department managers
 2. Develop the department's annual budget as part of the City's budget development process
 3. Monitor implementation of the department budget.
 4. Coordinate expenditure of department funds consistent with the budget, including reconciliation of P-card transactions and other accounting matters.
 5. Coordinate travel and training activities of department staff.
- 10% D. Perform other related tasks at the direction of the Finance Director
1. Hire, train and supervise subordinate staff.
 2. Participate on City-wide committees and coordinate inter-departmental efforts and communications
 3. Perform related work as required.

12. Primary knowledge, skills and abilities required:

Thorough knowledge of the principles and practices of budgeting and management. General knowledge of accounting. Working knowledge of Microsoft Office or related software suite. Working knowledge of financial and budgeting information systems. Working knowledge of administrative practices and customer service philosophies. Ability to oversee subordinates. Ability to communicate both orally and in writing. Ability to use computers to disseminate information, including developing presentations and using social media. Ability to conduct related analysis, to prepare reports, and to maintain records. Ability to deal with customer complaints and questions. Ability to work well with others and foster a team approach to management. Ability to maintain adequate attendance.

13. Special tools and equipment required:

14. Required licenses and/or registration:

15. Physical requirements:

16. Supervision received (level and type):

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.

