

CITY OF MADISON POSITION DESCRIPTION

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

vacant

Work Phone:

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

Parks Financial and Administrative Manager

3. Working Title (if any):

4. Name & Class of First-Line Supervisor:

Kevin Briski-Parks Superintendent

Work Phone:

5. Department, Division & Section:

Parks

6. Work Address:

201 MLK Blvd. Room Madison, WI 53703

7. Hours/Week: 38.75

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 is responsible professional, administrative and supervisory work in the development, coordination and management of the Parks Division's financial programs and in the provision of associated administrative services. As the Financial and Administrative Manager, the employee provides professional staff support in the development, analysis and administration of various Parks Division budgets and in the development and/or analysis of departmental programs, operations, and functions; supervises the payroll, personnel, and purchasing functions for the Division; prepares special assessments for the State Street Mall and Capitol Concourse areas; provides oversight and analysis of worker's compensation, wage insurance and general payroll distribution; coordinates the letters of credit for the Division; and participates in policy development and interpretation for both internal operations and as it relates to the public use of Parks facilities. Under the general supervision of the Parks Superintendent, this position requires considerable professional expertise, independent judgment and discretion in meeting program objectives.

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

- 50% A. Develop, coordinate, analyze, and administer the budgets for the Parks Division
1. Develop, coordinate, analyze, and monitor the Parks Division's operational and capital budgets.
 2. Develop, coordinate, analyze, and monitor the budgets for the Golf Enterprise and Pool Enterprise funds.
 3. Evaluate requests for funding in relationship to the budget plan and other constraints.
 4. Perform budgetary planning and cost-benefit analyses.
 5. Develop justifications and provide statistical data and necessary rationale for budget requests and amendments, resolutions, and policies and procedures.
 6. Prepare financial reports for the Parks Superintendent, Parks Commission, Mayor's Office, and the Comptroller's Office.
 7. Prepare and present reports related to budget requests and/or analysis.
 8. Provide day-to-day control over a large variety of expenditures and revenues.
 9. Prepare special assessments for the State Street Mall and Capitol Concourse areas.
 10. Provide interpretation of financial problems and situations and formulate recommendations for the appropriate course of action.
 11. Develop, coordinate, and monitor cash management policies and procedures for Division revenues.
- 15% B. Supervise the payroll, personnel and purchasing functions of the Parks Division.
1. Process Worker's Compensation claims and assist in investigation of claims.
 2. Oversee and supervise the Division payroll.
 3. Hire, train, handle grievances, and discipline assigned staff in coordination with the Parks Superintendent.
 4. Oversee the wage insurance process for Parks Division employees.
 5. Process FMLA paperwork for Parks Division employees.
 6. Oversee hiring process for Parks Division positions.
 7. Coordinate training with HR for Parks Division employees.
 8. Act as the Division's Appointed Authority for approval of purchase requisitions, personnel certification requests, and payroll.
 9. Manage, oversee, and develop Division policies relating to P-Card purchasing.
 10. Participate on the Parks Division labor management team.
- 15% C. Develop and interpret Division policies and procedures
1. Develop and interpret policies and procedures relative to purchasing within the Parks Division.
 2. Assist other Parks Division managers in developing and interpreting policies and procedures related to the public use of Parks facilities.
 3. Participate as a member of the Parks management team.
 4. Coordinate team efforts on administrative matters and special projects, as assigned.
 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.
 6. Design and implement administrative and operational analysis studies. Recommend changes in policies, procedures, work assignments, and programs based on the findings.
- 15% D. Manage and supervise the administrative functions of the Parks Division
1. Provide expertise and consultation to managers in interpretation of City administrative policies and operating practices.
 2. Serve as liaison with the City Comptroller's Office, Human Resources Department, Information Services, and other city departments in efficiently conducting division business.
 3. Develop internal administrative systems and controls.
 4. Hire, train, handle grievances, and discipline assigned staff in coordination with the Parks Superintendent. Prioritize and assign work.

5. Oversee the resolution of operational or systems problems.
6. Participate in reviews and provide analysis regarding computers and business systems development for the Division and review implementation and ongoing maintenance.

5% E. Related tasks as assigned

1. Conduct formal investigations into issues such as discipline, sexual harassment, discrimination, or other complaints as assigned.
2. Coordinate letters of credit for the Parks Division
3. Serve as liaison on affirmative action matters; recommend initiatives for outreach and recruitment of under represented groups.
4. Review programs and problems in individual Parks sections and develop recommended courses of action to remedy problematic situations.
5. Perform related work as required.

12. Primary knowledge, skills and abilities required:

Thorough knowledge of professional accounting theory, principles, and practices. Thorough knowledge of various accounting systems and their applicability to municipal financial operations. Working knowledge of information systems and their application to accounting systems. Working knowledge of public administration principles and practices. Ability to apply accounting theory to operational problems. Ability to prepare complex budgets, financial statements and reports. Ability to perform financial management audits. Ability to advise and assist in the resolution of accounting and general management problems or issues. 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.

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.