

PARKS FINANCIAL AND ADMINISTRATIVE MANAGER

CLASS DESCRIPTION

General Responsibilities:

This is responsible professional, administrative and supervisory work within the Parks Division. 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; supervises the administrative staff in the office; 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. The work is performed under the general supervision of the Parks Superintendent. Work is characterized by regular use of independent judgment and discretion.

Examples of Duties and Responsibilities:

Develop, coordinate, analyze, and monitor the Parks Capital and Operating budgets and the Golf Course and Pool enterprise budgets and serve as an information resource person on these budgets. Perform budgetary planning and cost benefit analysis. Meet with managers and staff to discuss budget narratives and related data. Provide professional analytic expertise. Prepare and present reports relating to budget requests and/or analysis. Develop justifications and provide statistical data and necessary rationale for budget requests and amendments, resolutions, and policies and procedures. Prepare financial reports for the Parks Superintendent, the Parks Commission, the Mayor's Office, and the Comptroller's Office.

Provide day-to-day control over a large variety of expenditures and revenues. Evaluate requests for funding in relationship to the budget plan and other constraints. Prepare special assessments for the State Street Mall and Capitol Concourse areas. Provide interpretation of financial problems and situations and formulate recommendations for appropriate courses of action. Develop, coordinate, and monitor cash management policies and procedures for Division revenues.

Supervise the payroll, personnel, and purchasing functions of the Parks Division. Process Workers Compensation claims and assist in the investigation of claims. Oversee and supervise the Division payroll and wage insurance and hiring processes. Process FMLA paperwork for Parks Division employees. Coordinate Division training needs with Human Resources.

Act as the Division's appointed authority for approval of purchase requisitions, personnel certification requests, and payroll. Manage, oversee, and develop Division policies relating to P-Card purchasing.

Serve as liaison with the City Comptroller's Office, Human Resources Department, Information Services, and other City departments in efficiently conducting division business.

Develop and interpret Division policies and procedures within assigned areas. Participate as a member of the Parks Management Team. Participate on the Parks labor management team. Coordinate team efforts on administrative matters and special projects as assigned. 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. Review programs and problems in individual Parks sections and develop recommended courses of action to remedy problematic situations.

Design and implement administrative and operational analysis studies. Utilize statistical methods, cost-benefit analysis, computer assisted data manipulation, and other techniques of analysis to conduct research. Organize data into meaningful reports and recommend changes in policies, procedures, work assignments and programs based on findings. Coordinate, evaluate and report on assigned projects/programs of a special and/or ongoing nature. Coordinate and conduct efficiency studies to determine the effectiveness of these and other programs.

Manage and supervise the administrative functions of the Parks Division. Provide expertise and consultation to managers in interpretation of City administrative policies and operating practices. Develop internal administrative systems and controls. Oversee the resolution of operational or systems problems.

Supervise assigned staff. Hire, train, handle grievances, and discipline assigned staff in coordination with the Parks Superintendent. Prioritize and assign work.

Participate in reviews and provide analysis regarding computers and business systems development for the Division and review implementation and ongoing maintenance.

Conduct formal personnel investigations (e.g., relating to sexual harassment or discrimination complaints) with the Division. Serve as liaison on affirmative action matters; recommend initiatives for outreach and recruitment of under represented groups.

Perform related work as required.

QUALIFICATIONS

Knowledge, Skills and Abilities:

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.

Training and Experience:

Three years of directly related financial management experience incorporating the management of related service programs. Such experience will normally be gained after graduation from a four year college with a 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.

Department/Division	Comp. Group	Range
Public Works/Parks	18	12

Approved: _____
Brad Wirtz
Human Resources Director

_____ Date