

## ENGINEERING FINANCIAL MANAGER

### CLASS DESCRIPTION

#### General Responsibilities:

This is responsible professional, administrative and managerial work in the Engineering Division, developing, coordinating, analyzing and managing the division's financial programs, including the Sewer and Stormwater Utilities, and providing administrative services for division operations. Under the general direction of the City Engineer and Assistant City Engineer, the employee in this class develops and administers the division's financial activities and provides all necessary internal, City and regulatory agency reports, and assists in development and/or analysis of division programs, operations and functions. Work is characterized by regular use of independent judgment, discretion and initiative. As part of the division's management team the position participates in review, decision making and policy development for division operations.

#### Examples of Duties and Responsibilities:

Develop, coordinate, analyze and monitor the capital budgets of division areas of responsibility and serve as primary resource on these budgets: Engineering-Major Streets; Engineering-Other; Facilities Management; Sewer Utility; Stormwater Utility. Manage operating budgets of Engineering, Sewer Utility, Stormwater Utility and Landfill Remediation Fund. Manage and make recommendations for borrowing, including Sewer Revenue Bonds and General Obligation Bonds, to meet cash flow needs and the balance of cash reserves versus debt proceeds. Manage agency or account transfers, prepare invoices to other public agencies for engineering services in accordance with agreements. Calculate and request funding from TIF Districts and the Special Assessment Revolving Fund.

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.

Manage day-to-day division financial operations. 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. 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 assigned staff. Lead clerical or paraprofessional staff in performance of routine financial transactions. Oversee division payroll and monitor overtime.

Manage compliance and make recommendations regarding Arbitrage regulations in relation to capital projects. Serve as financial liaison between Madison Metropolitan Sewerage District and Madison Sewer Utility, and obtain and provide needed data.

Develop annual utility rate structures for the Sewer Utility, Stormwater Utility and Landfill Remediation Fund to ensure conformance with accounting practices and the rules and precedents of regulatory agencies, including the Wisconsin Public Service Commission. Work with City Attorney's Office to effect required Ordinance revisions. Develop proration schedules and coordinate billing system update with Water Utility staff.

Oversee and/or conduct annual internal audits of operations and capital expenditures. Oversee and/or conduct public works infrastructure asset management including street right-of-way land inventory, street, bike path, bridge, sanitary sewer and storm sewer networks to assure compliance with GASB reporting rules for public infrastructure. Coordinate management of public works asset mapping with the Engineering Maps and Records Section.

Work with the City's external auditors in audit of public works infrastructure assets, TIF transfers, operating and capital fund activity, escrow deposits, grants and capital assets.

Draft budget amending resolutions and fiscal notes for Common Council for division and utility activities.

Oversee and monitor employee training in compliance with Administrative Procedures. Conduct formal investigations of assigned violations in the division. Serve as liaison to the Department of Civil Rights.

Coordinate agency p-card activities, supervise development of division information services and business systems, and investigate and recommend acquisition of equipment for measurement and payment of public works components. Coordinate and control purchase of communications technology, business machines, furnishings, and computers and review implementation and ongoing maintenance.

Develop and interpret division policies and procedures within assigned areas. Participate as a member of the Engineering 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 Engineering sections and develop recommended courses of action to remedy problematic situations.

## QUALIFICATIONS

### Knowledge, Skills and Abilities:

Thorough knowledge of professional accounting theory, principles and practices. Thorough knowledge of 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 communicate effectively, both orally and in writing. 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 supervise or lead professional, administrative or paraprofessional staff. Ability to maintain adequate attendance.

Training and Experience:

Three years of directly related financial management experience including budget development, analysis and program administrative work. Such experience would 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 possession of the knowledge, skills and abilities necessary to perform the duties of the position will also be considered.

<b>Department/Division</b>	<b>Comp. Group</b>	<b>Range</b>
Public Works/Engineering	18	12

Approved: \_\_\_\_\_  
Brad Wirtz  
Human Resources Director

Date