

CITY OF MADISON POSITION DESCRIPTION

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

Steve Danner-Rivers

Work Phone: 261-9689

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

Engineering Financial Officer

3. Working Title (if any):

Engineering Financial Officer

4. Name & Class of First-Line Supervisor:

Larry D Nelson, City Engineer

Work Phone: 267-4227

5. Department, Division & Section:

Department of Public Works
Engineering Division

6. Work Address:

Room 115
City-County Building

7. Hours/Week: 77.5

Start time: 07:30 End time: 16:00

8. Date of hire in this position:

2/25/07

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

2/25/07

10. Position Summary:

Development, coordination and management of the financial and budgetary sections of the Engineering Division, Sewer Utility, Stormwater Utility and Landfill Remediation Fund.

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

50% A. Budgetary and Financial Management for the Engineering Division, Sewer Utility, Stormwater Utility and Landfill Remediation Fund:

1. Develop, coordinate, monitor and control the Capital Budgets of Engineering – Major Streets, Engineering – Other, Facilities Management, Sewer Utility and Stormwater Utility and serve as the primary resource on these budgets. Present reports regarding budget implications of various decisions.

2. Develop, coordinate, monitor and control the Operating Budgets of Engineering, Sewer Utility, Stormwater Utility and Landfill and serve as the primary resource on these budgets. Present reports regarding budget implications of various decisions.
3. Manage and make recommendations regarding the annual borrowing for the division including Sewer Revenue Bonds and General Obligation Bonds to best meet cash flow needs and the balance of cash reserves versus debt proceeds.
4. Prepare, coordinate, or supervise the preparation of periodic agency or account transfers for labor, material, or equipment costs. 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.
5. Manage the day-to-day finances of the Engineering Division, Sewer Utility, Stormwater Utility and Landfill Remediation Fund. Provide day-to-day control over a large variety of expenditures and revenues. Act as the department's appointed authority for the approval of purchase requisitions, personnel certification requests, payroll and data processing service requests. Manage Purchase of Service contracts for the division.
6. Manage compliance and make recommendations regarding Arbitrage regulations in relation to capital projects.
7. Serve as the liaison between the Madison Metropolitan Sewerage District and the Madison Sewer Utility as it relates to financial matters, including providing relevant data to the district throughout the year.
8. Participate, provide assistance and represent the City Engineer as needed at the Board of Estimates, Common Council, and a wide variety of other administrative meetings.
9. Provide accounting services to the City Engineer and other Engineering Section Heads by providing relevant data, reports, and periodic statements regarding services performed by the Division, operating and payroll expenditures, and the status of capital accounts. Work often requires a high level of judgment and discretion, is subject to limited review, and has major impact on the Engineering Division.
10. Audit public expenditures on a project basis.
11. Directly supervise one Accountant. Indirectly supervise or lead clerical or paraprofessional staff in the performance of daily financial transactions such as payroll, contract payments, billings, procurement, invoice processing and other relevant areas. Oversee payroll and monitor overtime throughout the year.

✓ 10% B. Utility Rate Structure Development:

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

15% C. Year-end Close and Audit:

1. Oversee and/or conduct the annual internal audit of the operations and capital expenditures of the Engineering Division, Sewer Utility and Stormwater Utility.
2. Oversee and/or conduct public works infrastructure asset management including the street right-of-way land inventory, street network, bike path network, bridge network, sanitary sewer network and storm sewer network to insure compliance with GASB rules for public infrastructure. Coordinate the management of public works asset mapping with the Maps and Records Section.
3. Directly work with the City's external auditors in the audit of public works infrastructure assets, TIF transfers, operating and capital fund activity, escrow deposits, grants and capital assets.

15% D. Development and Review of Legislative Files:

1. Draft budget amending resolutions for the Engineering Division.

2. Draft fiscal notes for Common Council resolutions relating to the Engineering Division, Sewer Utility and Stormwater Utility and/or advise Division staff on issues related to the fiscal notes.
3. Review funding sources for projects. Verify the availability of funds for various construction projects, including funding from other agency budgets, at the time of project approval and Common Council Award. Coordinate with other agencies on their budgets.

10% E. Engineering Division Administrative Duties:

1. Serve as the Division's p-card coordinator. Request new cards, manage card limits and develop procedures for proper internal control and oversight.
2. Supervise the development of information services and business systems dealing with utility billing, user charges, special assessments and impact fees for the Division, and electronic commerce regarding public works bidding. Investigate and recommend the acquisition of equipment for the measurement of and payment of public works components.
3. Coordinate and control the purchase of communications technology, business machines, furnishings, and computer acquisition and review implementation and ongoing maintenance.
4. Oversee and monitor the tracking of employee trainings to ensure that Engineering staff has received required training in accordance with the Administrative Procedures.
5. Conduct formal personnel investigations (e.g., relating to sexual harassment or discrimination complaints) within the Division. Serve as liaison on affirmative action matters; recommend initiatives for outreach and recruitment of under represented groups.
6. Review programs and problems in individual Engineering Division sections and develop recommended courses of action to remedy problematic situations.
7. Assist in the hiring of new employees.
8. Serve as the liaison to the Affirmative Action Department.

12. Primary knowledge, skills and abilities required:

Knowledge of professional accounting theory, principles, and practices. Knowledge of various accounting systems and their applicability to municipal financial operations. Knowledge of information systems and their application to accounting systems. Ability to apply accounting theory to operational problems. Ability to prepare complex financial statements and reports. Ability to perform financial management audits. Ability to advise and assist both internal and external managers on the resolution of accounting 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 and in writing.

13. Special tools and equipment required:

None required

14. Required licenses and/or registration:

CPA or progress to certification would be deemed an asset to this position. Wisconsin Drivers license.

15. Physical requirements:

Ability to operate a motor vehicle. Ability to operate a desktop computer

16. Supervision received (level and type):

Work is typically performed under the general supervision of the City Engineer, or Deputy City Engineer

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).

Steve Damm
EMPLOYEE

5/26/09
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).

Scott Sherrin
SUPERVISOR

5/26/09
DATE

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