

CITY OF MADISON POSITION DESCRIPTION

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

Kathi Hurtgen

Work Phone: 261-4033

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

Monona Terrace Associate Director

3. Working Title (if any):

Finance Director

4. Name & Class of First-Line Supervisor:

Gregg McManners,

Work Phone: 261-4020

5. Department, Division & Section:

Monona Terrace

6. Work Address:

One John Nolen Dr

7. Hours/Week: 38.75

Start time: 08:00am End time: 04:30pm

8. Date of hire in this position:

6/11/2007

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

12/13/2010

-
10. Position Summary:

This position is responsible for administrative, supervisory, professional business management and fiscal work as well as supervision of the Operations division for Monona Terrace. The work involves supervising the staff in the Business Office and the Operations division at Monona Terrace. The Business Office management function includes managing and developing the use of the computerized Event Business Management Software (EBMS), managing the Human Resources functions and participating in the overall management of Monona Terrace. The work is characterized by the use of independent judgment in the in the application of accounting and fiscal management procedures and principles in a business and governmental setting and the performance of other related business management functions. The supervision of the Operations division includes managing staffing, budgeting, and the organizational effectiveness and quality assurance functions of Monona Terrace. Under the general supervision of the Executive Director of Monona Terrace, this position requires considerable professional expertise and discretion in meeting objectives.

11. Functions and Worker Activities: (Do NOT include duties done on an "Out-of-Class" basis.)
- 18% A. Provide leadership and supervise the activities and staff of the Business Office and the Operations division of Monona Terrace.
 - 1. Hire, train, schedule, supervise and evaluate subordinate staff.
 - 2. Manage capital and operating budgets for Administration and Operations division.
 - 3. Develop and monitor the fiscal systems and operations for Monona Terrace.
 - 4. Maintain fiscal records required by internal and external customers of Monona Terrace.
 - 5. Work with the Gift Shop Manager to maintain the point-of-sale system and provide IT support for report writing and inventory control.

 - 10% B. Prepare monthly financial statements for the Director and the Monona Terrace Board of Directors.
 - 1. Prepare and submit oral and written fiscal reports.
 - 2. Prepare audit reports and documents for the annual audit.
 - 3. Develop and improve existing accounting and internal fiscal control systems.
 - 4. Maintain and manage revisions to the Monona Terrace Chart of Accounts.
 - 5. Work with the City of Madison Finance Office on appropriate changes to fiscal practice and policies.

 - 10% C. Oversee the billing and collection of event rental and service fees at Monona Terrace.
 - 1. Manage the invoicing process for all events held at Monona Terrace.
 - 2. Make collection arrangements for past due invoices including written communication with collection agencies.
 - 3. Oversee the collection of payments and compliance with contract provisions by the food service vendor.
 - 4. Conduct spot checks of vendor's cash receipts.
 - 5. Supervise the budget and reimbursements as per contract with the Greater Madison Convention and Visitors Bureau.

 - 25% D. Serve as an active participant in the Senior Management Team of Monona Terrace.
 - 1. Provide leadership in the overall operation of Monona Terrace.
 - 2. Supervise 45+ part-time and full-time staff positions.
 - 3. Participate in the strategic planning process and the development of long and short-term goals and strategies at Monona Terrace.
 - 4. Participate and oversee the duties and work of the quality assurance management function at Monona Terrace.
 - 5. Attend meetings of Boards, Committees, Commissions, staff or community groups on a regular basis as a representative of Monona Terrace.

 - 15% E. Serve as Senior System Administrator for the Center's Event Business Management Software (EBMS) and key contact at Monona Terrace for the City's ERP system.
 - 1. Organize and implement system upgrades for EBMS system
 - 2. Train and inform staff of any changes to operation of the EBMS system
 - 3. Serve as liaison to the City IT staff supporting EBMS
 - 4. Develop software and apply new technology to facilitate efficient use of resources
 - 5. Maintain web applications including intranet and those in use with EBMS system
 - 6. Serve as power user for Monona Terrace on City's ERP system, attend training and educate Monona Terrace Staff on the ERP system.

 - 10% F. Collect and organize both operating and capital budget data.
 - 1. Prepare computerized operating and capital budget spreadsheets for MT staff
 - 2. Prepare operating and capital budget spreadsheet formats for submission to City Finance Department and Mayor's Office
 - 3. Facilitate the creation of the operating and capital budget by organizing disbursement of internal information and meetings to finalize both budgets.
 - 4. Monitor MT spending levels to within operating and capital budget spending limits.
 - 5. Attend annual budget meetings held by the City Council and the Mayor's Office.

- 5% G. Serve as the personnel administrator for Monona Terrace.
 1. Prepare computerized hiring certifications, facilitate interviews, and provide training.
 2. Oversee payroll completion and authorize release of funds biweekly.
 3. Serve as primary liaison to other agencies for personnel affairs at Monona Terrace.
 4. Participate in complaint and grievance resolution
 5. Serve as a resource in the analysis and preparation of reports by City Human Resources

- 5% H. Supervise the Gift Shop
 1. Supervise the manager of the gift shop function at Monona Terrace
 2. Supervise and facilitate the sales and marketing plan in the gift shop
 3. Oversee the information technology (point of sale) system in place in the gift shop
 4. Oversee the staff in the gift shop
 5. Oversee the financial reporting and inventory management in the gift shop

- 2% I. Other duties as needed.

12. Primary knowledge, skills and abilities required:

Thorough knowledge of business and municipal accounting, financial and internal control practices and procedures and the ability to apply them to a variety of situations. Knowledge of cost accounting practices and procedures. Knowledge of retail sales techniques and practices. Knowledge of office practices and the importance of client based customer service. Ability to think and act entrepreneurially. Ability to gather and analyze data and conduct audits. Ability to create a business plan and financial projections. Ability to financially analyze and develop revenue generating products and services. Ability to draft product or service specifications and recommend cost-effective purchasing agreements. Ability to do cost-benefit analysis. Ability to understand and communicate procurement related policies and procedures to vendors and staff. Ability to create clear, concise and accurate documents. Ability to develop and maintain quality working relationships with staff, vendors, clients and other City staff. Ability to make and verify mathematical calculations, and maintain accounting and other types of financial records. Ability to perform work independently, perform multiple, unrelated duties, and organize work effectively and efficiently. Ability to understand; carry out, issue oral and written instructions. Ability to supervise and direct the activities of subordinate staff. Ability to operate a computer utilizing Word, Excel, database, the internet/web, and accounting software. Knowledge of information technology principles including database design, web applications, SQL-based reporting, Crystal Reports and client-server system architecture. Ability to troubleshoot SQL based software systems including the point-of-sale (POS) systems. Provide report writing function and technical support for both the EBMS system and the POS system. Knowledge of quality assurance and process improvement principles. Knowledge of existing quality awards and application processes for such awards. Manage the gift shop function and the staff of the gift shop including full-time management staff and part-time hourly staff.

Three years of professional accounting, auditing, or other fiscal functions in a business setting, including at least one year of supervisory or lead work responsibilities and/or retail business management experience. Such experience would normally be obtained after graduation from an accredited college or university with a Bachelor's degree in Accounting or a degree in a related program which included completion of significant Accounting coursework. 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.

13. Special tools and equipment required:

14. Required licenses and/or registration:

15. Physical requirements:

16. Supervision received (level and type):

General Supervision from the Executive Director.

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.