CITY OF MADISON POSITION DESCRIPTION

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

   Vacant

   Work Phone: TBD

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

3. Working Title (if any):

4. Name & Class of First-Line Supervisor:

   Brian Hutchinson, Streets Operations Analyst

   Work Phone: 608-261-4273

5. Department, Division & Section:

   Public Works, Streets Division, Administration

6. Work Address:

   1501 W Badger Rd, Madison WI 53703

7. Hours/Week: 38.75

   Start time: 7:30 AM End time: 4:00 PM

8. Date of hire in this position:

   TBD

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

   N/A

---

10. Position Summary:

    This is responsible paraprofessional, administrative, analytic, and accounting work within the Streets Division. This position provides staff support in the analysis and administration of various Streets Division budgets and in the analysis of departmental programs, operations and functions. Primary responsibilities include financial management functions, data inventory functions, and oversight of the payroll process, including analysis of worker's compensation, wage insurance, and general payroll distribution; accounting, revenue and purchasing functions for the Division; analyzing expenditures, under the general supervision of the Streets Operations Analyst, this position requires considerable expertise, independent judgment and discretion in meeting program objectives. This position shall serve as a liaison to the Finance, Human Resources and Information Technology Departments.

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

30% A. Assist in the Coordination of the Financial Management of the Streets Division.

1. Assist in the development, coordination, analyzation, review, and implementation of all aspects of the Streets Division's budgetary process including financial forecasting, planning, formulating, adopting, implementing and auditing.
2. Prepare financial and operational statistical reports for Streets Management, the Mayor's Office, and the Finance Department.
3. Serve as a liaison to and maintain effective working relationships with the City Finance Department.
4. Provide daily oversight and control over a large variety of expenditures and revenues.
5. Develop and monitor schedules of inventories and special charges and/or special assessments for the Division.
6. Provide monthly billing and invoicing for internal and external customers.
7. Reconciliation of vendor reports and statements with vendor invoicing.
8. Prepare, review, and approve monthly purchasing card statements and transactions.
9. Monitor, review and approve division requests and expenditures for safety shoe reimbursements.
10. Prepare purchase requisitions for supplies and services.
11. Assist in the annual reporting process including Solid Waste, Recycling, Storm water, and Diversion Reporting.

35% B. Management of the Data Inventory functions of the Streets Division.

1. Improve the Streets Division's ability to collect, use, manage, and publish data.
2. Develop, collect, and analyze departmental performance metrics to track and measure performance.
3. Provide data analysis and measurement, perform analysis on trends and performance outcomes.
4. Collect and compile information from other jurisdictions and other sources regarding 'best practices' for public works activities.
5. Investigate procedures, processes, and work activities to make recommendations aimed at making service delivery more efficient.
6. Make strong contributions to performance measurement by ensuring metrics are measurable, targets are evidence-based, and results are reportable.
7. Translate analytical data into representations utilizing business intelligence tools.
8. Skillfully move people outside their comfort zones to embrace new approaches, mindsets, and ideas.

20% C. Coordinate management of the Human Resources and Payroll functions of the Division.

1. In coordination with the Streets Operations Analyst, develop, implement, maintain and oversee all hiring processes within Division.
2. Serve as a liaison to and maintain effective working relationships with the City Human Resources Department and Central Payroll.
3. Oversee Division's payroll functions including bi-weekly payroll; worker's compensation; wage insurance program; and family medical leave programs.
4. Oversee and direct work of all assigned staff in collaboration with the Streets Operations Analyst.

10% D. Policy Development and Cost-Benefit Analysis

1. Design, implement, and report the findings of and provide recommendations informed by administrative, operational, and cost-benefit analysis studies.
2. Evaluate and recommend policy and procedural changes in areas such as budgeting; fee schedules; goal development and long-range planning; program and budget development; and expense control.
3. Along with the Streets Operations Analyst, develop and maintain equity standards for all policy reviews and changes for the Streets Division.

5% E. Legislative Program Support and Other Related Tasks

1. Develop, analyze and review relevant resolutions, ordinances, and other legislative items proposed by or which impact the Division.
2. Provide fiscal estimates to the Finance Department for legislation involving the Division.
3. Serve as a member of the Streets Leadership Team.
4. Serve as assigned staff to the Finance Committee. Monitor all relevant Board agendas, minutes and attend meetings as needed.
5. Perform other duties as assigned.

12. Primary knowledge, skills and abilities required:

Working knowledge of public and business administration principles and practices. Working knowledge of budgetary principles. Working knowledge of and ability to use computer software applicable to the duties of the position. Working knowledge of professional accounting theory, principles, and practices. Working knowledge of various accounting systems and their applicability to municipal financial operations. Working knowledge of information systems and their application to accounting and administrative systems. Working knowledge of computer-assisted data analysis techniques. Ability to collect and evaluate data, and compile related financial, statistical and narrative reports and recommendations. Ability to independently prepare, present, and defend analytic findings. Ability to compile diverse financial, statistical and narrative reports and recommendations. Ability to apply critical thinking and problem solving techniques to a wide array of issues. Ability to use independent judgment in challenging situations. Ability to apply accounting theory to operational problems. Ability to prepare complex budgets, financial statements and reports. Ability to perform financial management audits and human resources investigations. 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 attend meetings outside the regular work schedule, including evenings. Ability to maintain adequate attendance.

---

13. Special tools and equipment required:

N/A

14. Required licenses and/or registration:

N/A

15. Physical requirements:

The incumbent will be expected to attend meetings and provide presentations outside the normal work schedule, including evenings and weekends. The incumbent will need to be able to perform office work for extended periods of time.

16. Supervision received (level and type):

Streets Operations Analyst, General Supervision

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 _____

RETAIN COPIES FOR AGENCY FILE AND EMPLOYEE RECORDS

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.