

CITY OF MADISON POSITION DESCRIPTION

1. Name of Employee (or "vacant"): Brent Sloat
Work Phone: 266-4777
2. Class Title (i.e. payroll title): Fire Administrative Services Manager
3. Working Title (if any): Fire Administrative Services Manager
4. Name & Class of First-Line Supervisor: Chief Christopher Carbon
Work Phone: 266-6564
5. Department, Division & Section: Fire Department
6. Work Address: 314 W Dayton St.
7. Hours/Week: 38.75
Start time: 8:00 a.m. End time: 4:30 p.m.
8. Date of hire in this position: 4/3/2022
9. From approximately what date has employee performed the work currently assigned: 4/3/2022

10. Position Purpose: (How this position fits into the overall mission, vision, and goals of your agency and work unit.)
The purpose of the Fire Administrative Services Manager is to ensure the Madison Fire Department's finances and administrative services are effective, efficient, and adaptable so that MFD is prepared to handle all emergencies and issues that the department is called upon to mitigate in the city and surrounding region.
11. Position Summary:
The Fire Administrative Services Manager is responsible for the Fire Department's general accounting, payroll accounting, budgeting, purchasing, revenue management, contract management, grant management and assists with the department's personnel management (i.e., staffing and position control) and program evaluation. This position, along with two direct reports, provide professional staff support in the development, analysis, and administration of the department's budget, programs, and operations and in overseeing and developing the full range of centralized administrative support functions (e.g., payroll, accounts payable, accounts receivable, purchasing, contracting, grant management). This position is also a system administrator for Telestaff—the department's scheduling system—and represents the department in audits, develops council resolutions, and participates on department/citywide teams and assigned committees. Under the general supervision of the Fire Chief, the Fire Administrative Services Manager functions as an integral member of the Fire Leadership Team by providing expertise in the areas of staff analysis, personnel management, organizational theory and behavior, administration, performance measurement, and performance improvement. Work is characterized by the regular use of independent judgment and discretion.
12. Functions and Worker Activities: (Do NOT include duties done on an "Out-of-Class" basis.)
 - 10% A. **General Accounting**
 1. Oversee and be able to perform all general accounting activities listed in the Fire Department's Accountant and Accounting Technician position descriptions
 2. Manage and lead all aspects of responsible governmental fund and modified accrual accounting
 3. Supervision of daily accounting transactions
 4. Supervision of accounts payable
 5. Supervision of accounts receivable
 6. Direct staff and provide expertise in accounting transactions in compliance with GAAP, GASB, and City ordinances

- 7. Direct the preparation of financial statements
- 8. Participate in compliance reporting for internal and external audits
- 9. Review and analysis of annual borrowing official statements and debt requirements
- 10. Management of general ledger, project ledger, and chart of accounts
- 11. Manage, develop, and participate in Munis ERP system development and management
- 12. Analyze complex accounting problems within the department and execute solutions in conjunction with City Finance
- 13. Review all guidelines developed by City Finance and provide adaptation to Fire processes and procedures as needed
- 14. Develop and implement improvements to a variety of existing accounting processes, internal fiscal control systems, and reporting practices

10% **B. Payroll Accounting**

- 1. Oversee and be able to perform all payroll accounting activities listed in the Fire Department's Accountant and Accounting Technician position descriptions
- 2. Oversee or perform all aspects of biweekly payroll processes
- 3. Review biweekly payroll submission and approve for processing
- 4. Oversee and perform all aspects of benefits management
- 5. Oversee and perform all aspects of employee reimbursement and other compensation not included in regular payroll, including management of relevant databases and systems
- 6. Oversee and manage all aspects related to personnel actions, employee job/salary, employee master, and other related payroll modules, processes, and procedures in Munis
- 7. Oversee and provide timely required and requested payroll reporting, including W-2s, tax liabilities, and WRS
- 8. Analyze complex payroll accounting problems within the department and execute solutions in conjunction with City Finance
- 9. Review all guidelines developed by City Finance and provide adaptation to Fire processes and procedures as needed
- 10. Develop and implement improvements to a variety of existing payroll processes, internal fiscal control systems, and reporting practices

15% **C. Personnel Management**

- 1. Oversee and be able to perform all personnel management activities listed in the Fire Department's Accountant and Accounting Technician position descriptions
- 2. Assist the Fire Chief and Assistant Chief of Personnel with data collection, analysis, and presentation related to staffing and staffing issues
- 3. Monitor authorized and filled positions; plan for retirements in consideration of salary savings and upcoming recruit class
- 4. Oversee and perform all aspects of position control in Munis
- 5. Coordinate allocation of position funding among general fund and grant funding sources
- 6. Assist the Assistant Chief of Personnel and payroll clerks (i.e., Accountant and Accounting Technician) with the movement of employees and changes in compensation due to shift change, premium change, rank change, etc.
- 7. Participate or advise on recruitment and promotional processes
- 8. Assist with analyses related to performance issues
- 9. Assist with review, development, and interpretation of collective bargaining agreements and employee memorandums of understanding
- 10. Assist subject matter experts, supervisors, Assistant Chief of Personnel, HR Analyst on all aspects related to recruiting, hiring, and onboarding
- 11. Participate on Telestaff Review Committee
- 12. Work with Department leadership and Labor management to implement Telestaff configuration changes for work rules, pay codes, shift schedules, authority levels and approvals
- 13. Program supervision of scheduling system and coordinate with IT on testing and implementation of new versions and case management for issue resolution
- 14. Analyze complex personnel and Telestaff problems within the department and execute solutions in conjunction with MFD leadership, City HR, City Finance, City IT, etc.
- 15. Review all guidelines developed by City HR, City Finance, City IT, etc. and provide adaptation to Fire processes and procedures as needed

16. Develop and implement improvements to a variety of existing personnel management processes, internal fiscal control systems, and reporting practices

10% **D. Budgeting**

1. Oversee and be able to perform all budgeting activities listed in the Fire Department's Accountant and Accounting Technician position descriptions
2. Develop, analyze, and administer the department's capital and operating budgets
3. Work with the Fire Chief and assigned managers on reviewing and developing requests, justifications, and other supporting data when developing and managing the department's budget
4. Provide budgetary planning and cost benefit analysis related to finances, purchasing, and funding options
5. Prepare reports related to budget requests and analysis, compile semi-annual projections for Finance Department review, and answer questions from the Council Finance Committee regarding projections
6. Develop visualizations, tools, and resources to help department chiefs and managers to monitor the budget-to-actuals for their respective work units
7. Develop quarterly budget reports for department meetings and use
8. Analyze complex budgeting problems within the department and execute solutions in conjunction with City Finance
9. Review all guidelines developed by City Finance and provide adaptation to Fire processes and procedures as needed
10. Develop and implement improvements to a variety of existing budgeting processes, internal fiscal control systems, and reporting practices

10% **E. Purchasing**

1. Oversee and be able to perform all purchasing activities listed in the Fire Department's Accountant and Accounting Technician position descriptions
2. Research vendors to supply services/items for the Fire Department and determine whether this purchase will require an RFB/RFP, contract, or neither
3. Work with the City Attorney and other necessary city agencies on non-standard contracts
4. Prepare and review RFP and bid documents for the specs portion, including working with City Purchasing on response to potential bidder questions and submitting award recommendations
5. Negotiate and assist staff on non-competitive department contracts
6. Draft and process standard Purchase of Services Contracts
7. Administer the Department's p-card program, review purchases, approve monthly statements, and establish spending limits
8. Attend citywide purchasing contacts meetings
9. Develop and distribute purchasing resources and tools to department leadership and managers
10. Act as the department's purchasing point of contact
11. Analyze complex purchasing problems within the department and execute solutions in conjunction with City Finance
12. Review all guidelines developed by City Finance and provide adaptation to Fire processes and procedures as needed
13. Develop and implement improvements to a variety of existing purchasing processes, internal fiscal control systems, and reporting practices

5% **F. Revenue Management**

1. Oversee and be able to perform all revenue management activities listed in the Fire Department's Accountant and Accounting Technician position descriptions
2. Coordinate accounts receivable activities, develop and review external billings (e.g., special duty, special event, intergovernmental agreements), monitor revenue collections, direct staff in audits, and review of cashiering receipts
3. Assist the Finance Department with third party ambulance and conveyance billing
4. Manage capital assets and debt as may be required
5. Analyze and project all accounts receivable on a monthly, quarterly, and annual basis
6. Develop multiyear revenue projections and develop recommended changes for all revenue

- sources, including special duty/event, intergovernmental agreements, ambulance billing, and inspection fees
- 7. Analyze complex revenue and billing problems within the department and execute solutions in conjunction with City Finance
- 8. Review all guidelines developed by City Finance and provide adaptation to Fire processes and procedures as needed
- 9. Develop and implement improvements to a variety of existing revenue and billing processes, internal fiscal control systems, and reporting practices

5% **G. Contract Management**

- 1. Oversee and be able to perform all contract management activities listed in the Fire Department's Accountant and Accounting Technician position descriptions
- 2. Review and execute citywide contracts
- 3. Encumber contracts to ensure budget compliance
- 4. Participate in vendor/contract selection
- 5. Assist with drafting and reviewing RFPs and RFBs specific to the Fire Department
- 6. Negotiate contracts with vendors
- 7. Serve as contract lead with vendors
- 8. Work with the City Attorney on non-standard contracts
- 9. Negotiate or assist staff on non-competitive department contracts
- 10. Draft and process standard Purchase of Services Contracts
- 11. Attend citywide contracting contacts meetings
- 12. Assist other departments, like Finance, IT, and HR, with contract development for enterprise contracts with a large effect on the Fire Department
- 13. Develop and distribute contracting resources and tools to department leadership and managers
- 14. Act as the department's contract point of contact
- 15. Analyze complex contract problems within the department and execute solutions in conjunction with City Finance
- 16. Review all guidelines developed by City Finance and Attorney's Office and provide adaptation to Fire processes and procedures as needed
- 17. Develop and implement improvements to a variety of existing revenue and billing processes, internal fiscal control systems, and reporting practices

5% **H. Grant Management**

- 1. Oversee and be able to perform all grant management activities listed in the Fire Department's Accountant and Accounting Technician position descriptions
- 2. Provide financial information for grant applications and prepare grant reimbursement claims and coordinate preparation of interim and final reports, data submission, and audits
- 3. Monitor grant funding and accounts receivable
- 4. Set up and manage project ledger accounts for grants
- 5. Assist with grant writing and reporting
- 6. Monitor federal, state, and private sources for the availability of supplemental funding
- 7. Work with the Finance Department's grant writer, grant accountant, and internal audit team on all aspects of grant management
- 8. Participate in Finance Department single audit activities
- 9. Analyze complex grant problems within the department and execute solutions in conjunction with City Finance
- 10. Review all guidelines developed by City Finance and provide adaptation to Fire processes and procedures as needed
- 11. Develop and implement improvements to a variety of existing grant management processes, internal fiscal control systems, and reporting practices

5% **I. Legislative Management**

- 1. Oversee and be able to perform all legislative management activities listed in the Fire Department's Accountant and Accounting Technician position descriptions
- 2. Develop department resolutions for introduction to Council
- 3. Attend Finance Committee and Common Council meetings (when required) for items on the agenda

4. Assist with Public Safety Review Committee (PSRC) meetings, when necessary
5. Finalize any agreements with the City Attorney and route for signature
6. Monitor status of routing process and follow up as necessary
7. Upon receipt of signed agreements, forward copies to Department designees and send original to contractor
8. Maintain status of department contracts and coordinate renewals of additional terms
9. Analyze pending legislation and administrative rules and report potential impact to the Fire Chief and leadership team
10. Review all guidelines developed by the Office of Common Council and provide adaptation to Fire processes and procedures as needed

15% **J. Program Evaluation**

1. Assist the department's Fire & EMS Program Analyst with data collection, analysis, and presentation
2. Assist citywide initiatives related to Results Madison and other data projects, including acting as a data steward for the Fire Department
3. Provide assistance and expertise related to performance measurement and performance improvement
4. Participate in program planning and evaluation
5. Coordinate team efforts on administrative matters and special projects
6. Develop and recommend operational and programmatic standards and procedures
7. Evaluate and recommend policy and procedural changes in such areas as program budgeting, goal development, long-range planning, program and budget development, and expense control
8. Design and implement administrative and operational analysis studies
9. Conduct research, organize data into useful and meaningful reports, and recommend changes in practices, policies, procedures, work assignments, and programs based on the findings
10. Coordinate, evaluate, and report on assigned projects and programs of a special or ongoing nature
11. Coordinate and conduct projects to determine the effectiveness, efficiency, and adaptability of department projects and programs
12. Attend meetings to provide expertise on fiscal management, operational analysis, and administration
13. Review all guidelines developed by City Finance and provide adaptation to Fire processes and procedures as needed

10% **K. Supervision and Employee Development**

1. Daily supervision of two positions directly reporting to the Fire Administrative Services Manager (i.e., Accountant and Accounting Technician)
2. Continuous development and training of employees in order for employees to assume more responsibilities and diversify body of work
3. Conduct quarterly employee check in meetings
4. Continuous development and improvement of work unit so that all three positions are able to assist with all aspects of the unit

13. Primary knowledge, skills and abilities required:

Working knowledge of professional payroll accounting theory, principles, and practices. Working knowledge of accounting systems and their applicability to municipal financial operations. Working Knowledge of and ability to use computer software applicable to the duties of the position. Ability to apply accounting theory to operational problems. Ability to prepare routine financial statements and reports. Ability to gather, tabulate, and prepare various statistical reports. Ability to perform financial audits. Ability to follow written and oral instructions. Ability to read, analyze, and apply complex policies related to different employee groups, particularly collectively bargaining groups. 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 train other staff, including commissioned (i.e., Local 311 and AMFS) employees. Ability to communicate effectively both orally and in writing. Ability to use computers in conducting professional accounting work. Ability to prepare complex financial statements and reports.

Ability to advise and assist both internal and external managers on the resolution of accounting problems or issues. Ability to maintain adequate attendance.

14. Special tools and equipment required:

Employees will be expected to use standard office equipment such as a telephone, computer, calculator, copier, and fax machine. Complex computer skills are essential, including thorough knowledge of Excel, Access, and other MS Office Suite applications. The ability to learn and administer Telestaff and to navigate and use MUNIS effectively is also required.

15. Required licenses and/or registration:

16. Physical requirements:

Able to sit at a desk for long periods

17. Supervision received (level and type):

Under the general supervision of the Madison Fire Chief

18. 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).

19. 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).

Brent Sloat

EMPLOYEE

8/19/25

DATE

20. 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).

Chris Carbon

SUPERVISOR

8/19/25

DATE

Instructions and additional forms are available from the Human Resources Dept., Room 261, Madison Municipal Bldg., calling 266-4615 or visiting cityofmadison.com/employeenet/policies-procedures/position-descriptions.