

Finance and Planning Manager

Department of Public Works – Administrative Services

PURPOSE: The Finance and Planning Manager is responsible for all financial support functions within the Department of Public Works (DPW) including budget preparation and monitoring, accounting activities, inventory management and procurement administration.

ESSENTIAL FUNCTIONS:

- Monitor DPW expenditures and revenue; Provide regular updates to Administrative Services Director and Commissioner of Public Works as to the status of DPW operating budgets; Work with DPW divisions to resolve any problems; Work with Comptroller's Office and Budget Office on year-end activity.
- Plan and oversee the preparation of the DPW operating, capital and special projects budgets; Provide technical assistance to DPW divisions in budget preparation; Assist in policy recommendations within goals established by the Mayor; Provide assistance to the Administrative Services Director and the Commissioner of Public Works relative to budget presentations before Mayor and Common Council; Provide information to the Budget Office and Common Council relative to departmental budget requests.
- Coordinate and prepare departmental responses to requests from other city agencies or external entities.
- Monitor accounts payable, accounts receivable, inventory and purchasing activities; Work with each manager to address concerns; Monitor activities to ensure that there are no adverse effects on DPW operating and/or capital budgets and that proper procedures are followed.

Reasonable accommodations requested by qualified individuals with disabilities will be made in accordance with the Americans with Disabilities Act (ADA) Of 1990.

MINIMUM REQUIREMENTS:

- Bachelor's Degree in Public Administration, Business Administration or closely related field.
- Five years of progressively responsible experience in budget preparation, financial management or policy analysis.

Combination of Education and Experience may be considered.

- Residence in the City of Milwaukee within six months of hire.

DESIRED QUALIFICATIONS:

- Master of Public Administration, Business Administration or other related field.
- Prior supervisory experience.

KNOWLEDGE, SKILLS, ABILITIES, AND OTHER CHARACTERISTICS:

- Excellent written and oral communication skills.
- Above average knowledge of spreadsheet and word-processing software.
- Familiarity with Governmental Accounting principles.
- Strong understanding of PeopleSoft financial management information system.
- Detailed knowledge of the city's budget process and procedures related to budget preparation and administration.
- Ability to supervise staff of various levels.
- Ability to coordinate activities of varied agencies and interact with all levels of municipal government and the general public.
- Capable of working independently and managing multiple projects.

CURRENT SALARY (011): \$69,090 to \$96,722 annually with excellent benefits.

THE SELECTION PROCESS will be job related and will consist of one or more of the following: an evaluation of related training, experience and accomplishments; written, or performance tests; interview; or other assessment methods. The Department of Employee Relations and the hiring department reserve the right to call only the most qualified candidates to oral, performance tests or personal interviews. Oral examinations may include written exercises.

The examination will be held as soon as practical after **February 26, 2010**. Receipt of applications may be discontinued at any time after this date without prior notice, however recruitment may continue until the needs of the City have been met. Qualified applicants will be notified by mail of the date, time and location of the examination.