

**TRANSFER/PROMOTIONAL OPPORTUNITY FOR**  
**BUSINESS FINANCE MANAGER**  
Milwaukee Fire Department

**BASIC FUNCTION OF POSITION:** Primary function is to administer the budget, including analyzing budget, developing budget strategy, conducting research, and developing and implementing cost control functions, as well as administering all financial aspects of the department, including purchasing, accounts payable, and accounts receivable/invoices. Monitors departmental expenditures and revenues of all operational, capital, and grant budgets. Works in a team complementing efforts of Management and Accounting Officer, Bureau Chiefs, and other fire department personnel.

**ESSENTIAL FUNCTIONS:**

- Develops and administers budget policy and procedures. Conducts budget research by auditing historical performance and analyzing future opportunities through planning. Works in concert with Management and Accounting Officer to develop annual budget request. Coordinates and monitors budget performance and analyzes spending. Develops department budget and fiscal presentations. May represent department on fiscal issues.
- Responsible for budget and fiscal policy development. Develops department, program, and performance measures and appropriately relates measures to organizational strategic plan. Assists in development of strategic plan.
- Develops and prepares applications for grants to finance programs as required. Negotiates legislative process including establishment of grant accounts. Drafts resolutions related to grants, and develops grant budget and grant summary documents.
- Provides budget research and planning. Performs analysis of fire department budgets from similar communities. Proposes, researches, and develops innovative management concepts and best practices. Conducts studies at the request of the Chief to identify appropriate resource allocation, outsourcing, and accounting methods, which result in savings to organization. Identifies opportunities to improve productivity, performance, and cost savings.
- Develops and forecasts capital budget. Acts as liaison on all capital projects, including evaluating proposals, monitoring progress, and reporting expenditures. Conducts research to determine appropriate investment of capital items, including apparatus and buildings.
- Periodically conducts internal audit functions at request of Chief. Conducts evaluation of efficiency and effectiveness of department initiatives
- Provides resource to Chief to evaluate service opportunities to other communities such as dispatching, training, apparatus and equipment repair, and fire protection and emergency medical services.
- Performs other related duties as assigned.

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

**MINIMUM REQUIREMENTS:**

1. Current status as a regularly appointed employee of the City of Milwaukee.
2. Bachelor's Degree in Business Administration, Accounting, Finance or related field from an accredited college or university. A related Master's Degree is preferred.

*Business Finance Manager, Milwaukee Fire Department*

3. Five years of progressively responsible professional experience in budgeting, financial management, or policy/productivity analysis.

NOTE: Equivalent combinations of education, training and experience may also be considered.

**KNOWLEDGE, SKILLS AND ABILITIES:**

- Strong written and oral communication skills
- Excellent analytical ability and research skills
- Ability to prepare and defend the budget and manage financial activities of a major City department
- Knowledge of computers and other technical systems

**DESIRABLE QUALIFICATIONS:**

- Governmental budgeting, policy/productivity analysis and supervisory experience is highly desirable

**CURRENT SALARY RANGE (09):** \$58,448 to \$81,824 annually

**THE SELECTION PROCESS** will be job related and will consist of one or more of the following: an evaluation of training, experience and accomplishments, written test, interview, or other assessment methods. The Department of Employee Relations and the Milwaukee Fire Department reserve the right to call only the most qualified candidates to the selection process. Information from the selection process will be used to make hiring decisions. The selected candidate will be transferred or promoted to the position.

**APPLICATION PROCEDURE:** Submit a letter of interest, resume and City of Milwaukee Employment Application to **Mary McDougall** at the **Milwaukee Fire Department**, 711 W. Wells Street, 3<sup>rd</sup> Floor, Milwaukee, WI 53233 by **June 29, 2007**. Receipt of applications may be discontinued anytime after this date.

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*The City of Milwaukee values and encourages diversity and is an Equal Opportunity Employer.*