

# Job Description

<b>Human Resource Use Only</b>
<b>Position Number:</b> <b>Step/Grade - S</b> <b>Effective Date: 08/2013</b>

## POSITION IDENTIFICATION

---

**Position Title:** Director of Administration  
**Division:** Finance  
**Status:** Full Time Exempt  
**Normal Workweek:** Mon-Fri (7:30 – 4:30 p.m.) and as needed

## SUPERVISORY RELATIONSHIPS

---

**Reports to:** Mayor and Common Council  
**Directly Supervises:** Comptroller/Deputy Treasurer, Clerk, Accountant, Payroll Administrator, Administrative Support Specialist (3), Lead Administrative Support Specialist and Municipal Court Clerk.

## POSITION PURPOSE

---

The Director of Administration maintains direct control over all financial affairs of the City of Manitowoc, encompassing both comptroller, treasury and information technology functions. The Director of Administration supervises a system providing for the processing of all claims, receipts, disbursements, borrowing and investments for the City of Manitowoc along with the maintenance of all fiscal records and reports in an automated environment. The Director of Administration prepares financial analysis of all financial operations for the guidance of the Mayor and Common Council. The Director of Administration directs and coordinates the annual city budget. The Director of Administration reports to the Mayor and works closely with the Finance Committee of the Common Council.

## ESSENTIAL DUTIES

---

- Directs and coordinates all accounting, treasury and information technology related functions including all receipts, disbursements and payroll.
- Identifies and invests idle funds and monitors all investments on behalf of the City and the Manitowoc Public Utilities.
- Directs and coordinates the collection of all city revenues, including county, state, vocational district and public school district taxes.
- Formulates and prepares the annual city budget, including tax levy, TIF and related calculations.
- Serves as the city's point of contact/liaison for Information Technology issues. Coordinates setting priorities and assessing needs for future information technology deployment
- Coordinates all borrowing activities for the City and the Manitowoc Public Utilities.
- Responsible for the preparation, filing and mailing of approximately 15,000 real estate and personal property tax bills.
- Coordinates development of the City's Five-Year Capital Improvement Plan by critically evaluating the city's debt posture, capital requirements, resources and financial capacity.

- Plans and develops strategies that enhance the City’s financial standing and reputation for such purposes as maximizing the City’s Bond Rating.
- Works closely with the Mayor and Common Council making recommendations on all financial matters that affect the City.
- Establishes policies and procedures to comply with local, state and federal laws.
- Maintains a system of control to ensure that expenditures do not exceed appropriations.
- Signs all contracts for the City validating that necessary funds have been provided to fund the liability incurred.
- Responsible for preparation of the annual financial report and related schedules.
- Works directly with independent auditors on preparation of audited financial statements and related audit opinion.
- Forecasts long-range cash flow requirements.
- Meets quarterly with City Investment Advisor and annually with portfolio investment managers.
- Works closely with all departments to ensure understanding and ability to interact with the city’s automated financial environment.
- Ensures proper security measures are taken to safeguard “cash on hand” within the Treasurer’s office.
- Serves as city liaison to municipal lobbying and advocacy organizations.
- Involved in personnel related functions including maintaining confidential files, assisting in the administration of health insurance and deferred compensation.
- Works closely with Mayor to help promote economic development within the City.
- Involved in information gathering and analysis on issues related to the Manitowoc Public Utilities; attend MPU Commission meetings as requested.
- Serves on various boards and commissions, including the Board of Public Works.
- Keeps abreast of current financial and political trends and developments by reading pertinent publications and attending professional conferences.
- Attends all Finance Committee meetings and records minutes of same.
- Attends regular City Council meetings and other meetings as required (regular evening attendance required).

## **OTHER DUTIES**

Other related duties as required

## **MINIMUM POSITION QUALIFICATIONS**

**Education:** Bachelor’s degree from accredited college or university with a major in accounting or finance.

**Experience:** A minimum of seven (7) years’ experience in public finance administration including considerable supervisory experience.

**Certifications/Licenses:** CPA, MBA, MPA CPFO and/or CGFM designation(s) preferred.

**Other Requirements:** No other requirements

## **KNOWLEDGE, SKILLS, & ABILITIES**

This position must possess comprehensive knowledge of laws and administrative policies governing municipal practices and procedures; the ability to formulate and install standard accounting methods, procedures, forms and records in an automated environment; determine appropriate nature of all financial claims against the City; prepare informative financial reports and annual budgets; and the ability to recommend operational modifications. This position must also possess thorough knowledge of investment options and opportunities; thorough knowledge of borrowing options and opportunities; the ability to plan, organize and direct work of subordinate employees in the specialty fields of payroll, accounting, auditing and finance; establish harmonious working relationships with other department heads and governmental officials; and display initiative, integrity and good professional judgment.

---

**BACKGROUND CHECKS- Condition of Employment**

**PHYSICAL DEMANDS**

---

The work environment characteristics described herein are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Manual Dexterity:** While performing the duties of this job, the employee is regularly required to coordinate hands, eyes, feet and limbs in performing semi-skilled movements such as operation of a computer keyboard, telephone, calculator and dictation equipment.

**Physical Effort:** The employee is occasionally required to exert light to medium physical effort in sedentary and light to medium work involving lifting, carrying, pushing, walking, standing, reaching with hands and arms, climbing, balancing, stooping, kneeling, crouching or crawling. The employee must occasionally lift and/or move 25 pounds. Specific vision abilities required include close vision, distant vision and ability to adjust focus.

**Working Conditions:** The noise level in the work environment is moderately quiet. The work environment is normally indoors with controlled climate conditions. Occasionally the employee may be required to be outdoors for a short period of time, and therefore subject to varying weather conditions, for purposes of accomplishing the essential functions of this job.

---

This position description has been prepared to define the general duties of the position, provide examples of work and to detail the required knowledge, skills and abilities as well as the acceptable experience and training for the position. The description is not intended to limit or modify the right of any supervisor to assign, direct, and control the duties of employees under supervision. The City of Manitowoc retains and reserves any and all rights to change, modify, amend, add to or delete from any portion of this description in its sole judgment.

This job description is not a contract for employment.

The City of Manitowoc is an equal opportunity employer, in compliance with the Americans with Disabilities Act. The City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

