

## Job Description Questionnaire

The purpose of the Job Description Questionnaire (JDQ) is to provide the information necessary to evaluate jobs for salary placement, classify jobs for various legal requirements, and to compile appropriate job descriptions.

Please read this JDQ carefully before answering any of the questions and then complete it as accurately, completely, and briefly as possible. While it is not necessary to describe each duty in great detail, it is important to provide sufficient information so the job can be accurately evaluated and classified. Keep in mind that *the purpose of the JDQ is to collect information about the job and is not designed to evaluate employee performance.*

Consider the typical responsibilities of the job; even those that might only occur cyclically (e.g. annually, quarterly, etc.). The responses should be based on duties and responsibilities that are part of the job under typical conditions, not special projects or temporary assignments. Further, unless specifically directed by management, describe the job as it is today, not as you believe it should be or what it might be in the future.

SECTION 1		DEMOGRAPHIC INFORMATION	
<b>Employee Name</b>	Kris Moen (interim director)	<b>Employer Name</b>	City of West Allis
<b>Job Title</b>	Finance Director/Chief Financial Officer	<b>Work Location</b>	City Hall
<b>Department</b>	Finance Department	<b>Division</b>	
<b>Full-Time / Part-Time</b>	Full-Time	<b>Part-Time (Hrs per Wk)</b>	
<b>Supervisor Name</b>	Rebecca Grill	<b>Supervisor Title</b>	City Administrator

## SECTION 2

## DESCRIPTION OF ESSENTIAL DUTIES & RESPONSIBILITIES

Identify the essential duties / responsibilities of your job, which should be the most important aspects of the job. This section is focused on WHAT is done rather than HOW it is done. Use wording that will provide as clear an understanding as possible for someone not familiar with your work. Avoid terminology or acronyms that are not widely known outside of your line of work. Please list those duties that you feel are most important at the top of the list, and list the estimated percentage of the total annual time that each item takes. *(Remember, as a rule-of-thumb, that 10% equates to roughly 200 hours of a work year.)* To the extent possible, try to identify those duties and responsibilities that account for as close to 100% of your work time as possible. While catch-all categories are acceptable (e.g. misc. duties, other duties as assigned, etc.), those sections will likely NOT be evaluated.

**Frequency Codes:** Daily [D] / Weekly [W] / Bi-Weekly [B] / Monthly [M] / Quarterly [Q] / Annually [A] / As Needed [N]

Primary Duties	Frequency	% of Annual Total Time
Responsible for managing and monitoring the City's financial operations including budgeting & financial planning, accounting, auditing, financial reporting, treasury & cash management, debt administration & planning, payroll, grant administration, property tax billing & collection, and purchasing. <i>Specific Primary Duties outlined below:</i>	D	
Supervise department staff of 12 employees involved in functions identified above to ensure proper management of the City's financial operations and stability of city's financial condition	D	15%
Long-range and on-going financial planning to meet the city's operating and capital improvement needs for general city operations including all city departments, as well as the Water Utility, Sewer Utility, Storm Water Utility, Solid Waste Utility, Parking Utility, and various grant programs. Coordinate with departments regarding needs, develop financial plan, and communicate it to department directors, city administrator, mayor, alderpersons, and other decision makers. Total scope of city budget~\$120 million	D	20%
Budgeting-preparation of annual city budget in compliance with state mandated levy limits. Analyze department budget requests. Present options and make recommendations to Mayor and City Administrator for annual proposed budget. Present proposed budget to Common Council. Analyze and respond to Council budget feedback. Certify final city tax levy and determine city tax rate for annual property tax bills	A	20%
Health Insurance--Responsible for financial management, budgeting, and planning for the City's self-funded Health Insurance program (annual budget ~\$15 million). Work with City Administrator, HR Director, and Health Insurance Consultants to analyze costs of the city's health insurance plans for employees and retirees. Make recommendations based on cost analysis and budget impact and present recommendations for city insurance plans to Common Council	M	10%
Economic Development--Responsible for financial analysis and related financial planning for all city Economic Development initiatives including accounting for and reporting on approximately 15 Tax-Increment Financing Districts (TIF Districts), and analyzing development proposals	M	10%
Debt Management-including structuring city debt load and managing impact of debt on overall financial plan.	Q	5%

Works with Engineering Department to identify infrastructure needs for capital financing and Development Department to identify economic development (TIF) needs for capital financing and plans and structures debt accordingly. Oversee annual debt issuance process with financial advisors, bond counsel, and rating agencies. Also responsible for compliance with federal municipal securities rules, continuing disclosure, and timely payment of principal and interest payments.		
Investment Strategy-responsible for overall investment strategy and cash management strategy for all city funds in role as City Treasurer. Coordinates execution of investment and cash management strategy and related accounting and reporting of investments with Deputy Treasurer	M	5%
Property Tax Billing-Determine total city tax rate to accurately collect levies from 5 taxing jurisdictions through annual property tax billing process. Oversee and verify calculations for annual property tax billing process performed by Deputy Treasurer	A	2%
Prepare required annual financial reports on behalf of city including CAFR (Comprehensive Annual Financial Report, including annual audit and Single Audit of grant programs). Coordinate annual financial audit, grant compliance audit and preparation of annual financial statements.	A	5%
Act as a change agent and provide leadership in city strategic planning efforts, efficiency initiatives, Lean process analysis, and other management initiatives.	D	5%
Maintain books and coordinate annual audit and preparation of tax returns for City's New Markets Tax Credit LLC (i.e. a separate company created several years ago that is able to participate in a federal tax incentive program that helps provide funding for economic development initiatives)	M	3%

<b>SECTION 3</b>	<b>TOOLS AND TECHNOLOGY</b>
Identify any software, technology, equipment or machinery utilized on a regular basis in order to perform the functions of the job:	
SunGard Naviline software (ERP system), Qrep (ad-hoc report writing software for use with ERP system, Novatime, Fortis Imaging software, multiple web-based systems for reporting to IRS, State of Wisconsin, etc., Microsoft Excel, Word, PowerPoint, Outlook, OneNote,	

**SECTION 4**

**JUDGMENTS / DECISION-MAKING**

Identify at least five of the most typical judgments/decisions that you make in performing your job as well as the solutions to these problems. Please also describe the resource, input or guidance others provide in arriving at your decision and who reviews, if anyone.

Typical Problems/Challenges	Possible Solution(s) to Problem/Challenge	Resources Available and/or Used	Job Title of Who Reviews
City-wide budget preparation & analysis-Work with departments to ensure budget requests are accurate and complete (\$57 million General Fund budget)	Verify salary budget figures accurately reflect all department employees and current salary figures for all city departments. Analyze all other budget request for accuracy and completeness using historical budget vs, actual analysis. Recommend or make changes as needed.	Payroll system, Accounting System, prior budgets, salary schedules, org charts	None
Budget Requests exceed allowable budget per state levy limits	Recommend alternative funding sources or budget cuts as needed so final adopted budget is reduced to fit within state-mandated limits	Accounting System, knowledge of state budget limits	None
Determine appropriate funding for Capital Improvement program—determine how much to borrow each year during annual debt issuance process (typical range is \$3 million-\$15 million) for streets and water/sewer utilities, as well as find funding for fire trucks, park improvements, building maintenance, economic development projects, etc. as needed (i.e. items outside of city’s operating budget)	Establish financial plan for annual borrowing, and use of reserves. Track and maintain reserve balances to ensure proper use and replenishment.	Accounting System, knowledge of sound financial planning techniques	None
Determine annual health insurance premiums for employees and retirees	Analyze city health insurance fund revenues, expenses, and reserves and work with the city’s health insurance consultant on annual plan design changes to determine an appropriate premium for upcoming plan year	Health Insurance Consultants, Accounting System, and knowledge of sound financial planning	None (HR Director and City Administrator are involved in setting premiums, Finance Director is responsible for all financial analysis of health fund which is the major driver for premium amounts)
Labor Union negotiations-provide financial analysis and budget impact of union and city proposals	Analyze budget impact of all proposals, communicate financial implications of proposals to members of city bargaining team and alderpersons	Accounting system, financial analysis techniques,	None

## SECTION 5

## WORKING RELATIONSHIPS / INTERACTIONS / CONTACTS

Please identify your typical work relationships with other persons inside or outside of your own organization.

Title of Individuals With Whom You Typically Interact	Describe the Interaction	Why Was It Necessary?
City Administrator	Provide financial analysis and information as needed	To provide financial information for data-driven decision-making
Elected Officials (Mayor and Alderpersons)	During Council meetings, Committee meetings, as well as informally, as needed, to communicate financial implications of various decisions	The Finance Director's role is to provide this type of advice to elected officials to assist with decision-making
Department Heads/Managers	Provide financial analysis and information related to departmental operations	To provide financial information for data-driven decision-making
Finance Department Staff	Provide direction as needed on a variety of issues including payroll issues, accounting matters, budget matters, billings, etc	To assist staff in completing their work—provide direction when they've hit a roadblock or otherwise need assistance
Auditors, Financial Advisors, Bond Counsel, Health Insurance Consultants	Work with outside consultants on debt planning, capital financing, debt issuance, financial reporting, insurance program planning, etc	Annual bond sale requires Bond Counsel and Financial Advisors expertise to meet SEC (Securities and Exchange Commission) requirements. Annual Audit is required by state statute and federal grant programs. Health Insurance Consultants provide industry expertise on complex matters and ensure compliance with federal requirements.

## SECTION 6

## SUPERVISION / MANAGEMENT

Please indicate the type of responsibility you have as it pertains to leading others.

Area of Action / Responsibility	Yes	No	Provides Input
Screen / Interview Applicants	X		
Hire / Promote Employees	X		
Provide Written/Verbal Warnings	X		
Suspend Employees	X		
Terminate Employees	X		

Prepare Work Schedules For Others	X		
Project Management	X		
Provide Work Direction For Others	X		
Evaluate Performance Of Others	X		
Counsel Employees	X		
Train Employees (As Part Of The Normal Duties Of The Job)	X		
Approve Overtime	X		
Approve Time Off Request For Others	X		
Develop / Implement Policies	X		
Do you <b>directly</b> supervise any employees? <i>If yes, please list the number of FTEs and job titles of those employees below:</i>	X		n/a
<b>Job Title</b>	<b># of FTEs</b>		
Deputy Finance Director	1		
Deputy Treasurer	1		
Senior Accountant	1		
Accountant	1		
Senior Buyer	1		
Buyer	1		
Accounting Specialist-Payroll	1		
Accounting Specialist	2.8		
Clerk (1 FTE shared across 3 departments)	0.25		
Grant Accounting Specialist	1		

## SECTION 7

## WORK ENVIRONMENT / PHYSICAL REQUIREMENTS

Please indicate the amount of time typically spent in the following categories.

### Physical Requirements

[Place an "X" in the appropriate cells]

	N/A	Rarely	Occasionally	Frequently
Carrying/Lifting 10 - 40 Pounds		X		
Carrying/Lifting > 40 Pounds	X			
Sitting				X
Standing / Walking / Climbing			X	
Squatting/Crouching/Kneeling/Bending		X		
Pushing / Pulling / Reaching Above Shoulder		X		
Work Environment	N/A	Rarely	Occasionally	Frequently
Indoor/Office Work Environment				X
Noise >85dB (e.g. mower, heavy traffic, milling machine, etc.)	x			
Extreme Hot/Cold Temperatures (>90 degrees / <40 degrees)	X			
Outdoor Weather Conditions	X			
Hazardous Fumes or Odors / Toxic Chemicals	X			
Confined Spaces (as identified by OSHA)	X			
Close Proximity to Moving Machinery / Equipment	X			
Bodily Fluids / Communicable Diseases	X			
Working Alongside Moving Traffic on Roads	X			
Electrical Hazards	X			

<b>SECTION 8</b>	<b>ADDITIONAL EMPLOYEE COMMENTS</b>
Please identify any other information that would help someone else understand your job more clearly:	

**To BE COMPLETED BY THE EMPLOYEE'S SUPERVISOR**

**SECTION 9** **SUPERVISOR INFORMATION**

<b>Supervisor Name</b>	Rebecca Grill	<b>Supervisor Title</b>	City Administrator
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**SECTION 10** **EDUCATION REQUIRED FOR HIRE**

	Level of Education (Select one with an "X")	Field(s) of Study
	Less than High School Education	n/a
	High School Education (or Equivalent)	
	One Year Certificate (or Equivalent)	
	Associate's Degree (or Equivalent)	
<b>X</b>	Bachelor's Degree	Accounting, Finance or related field from an accredited college or university.
	Master's Degree	
	Professional Degree (Law, Medicine, etc.)	
	PhD w/ Dissertation	
	Other:	

Provide Any Additional Information Regarding the Required Education (e.g. preferred vs. required, specific coursework, etc.):  
 Master's Degree in Accounting or Business preferred.

**SECTION 11** **TOTAL EXPERIENCE REQUIRED UPON HIRE**

[Place an "X" in the appropriate cells]

No Experience	< 2 yr.	2 to 3 yrs.	4 to 5 yrs.	6 to 7 yrs.	8 to 9 yrs.	10 to 11 yrs.	≥ 12 yrs.
						<b>X</b>	

Describe Specific Experience Required for Hiring (e.g. 5 total years of customer service experience 2 of which were in a supervisory capacity):  
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Ten (10) years of progressively responsible work experience(including five (5) years at the management/supervisory level) in the areas of accounting, budget preparation and review, cost and fund accounting, financial reporting, internal auditing and treasury functions (including investing and cash handling)

<b>SECTION 12</b>		<b>CERTIFICATION / LICENSURE / TRAINING TO PERFORM JOB</b>	
<b>List Required Certification/Licensure/Training</b>	<b>How Attained/Provided</b>	<b>Required Upon Hire?</b>	<b>May Obtain After Hire?</b>
Certified Public Accountant (CPA), Certified Public Finance Officer (CPFO), or Certified Management Accountant (CMA)		<b>X</b>	
Wisconsin Driver's License and good driving record per City policy		<b>X</b>	
CVMIC – Certificate in Mgmt/Supervision	CVMIC		X
Lean Certificate	City Pays for Training		X
Describe any current practices as it relates to licensure or certification (e.g. extra pay for certification, employer payment for obtaining or renewing, etc.):			

<b>SECTION 13</b>		<b>SUPERVISOR'S COMMENTS / CORRECTIONS / ADDITIONS</b>
In lieu of altering an employee's JDQ, please provide any corrections, clarifications, or additional information in the space provided below.		
<b>JDQ Section</b>	<b>Comment / Clarification / Addition</b>	
8	Advanced-level experience with Microsoft Windows and Microsoft Office applications (including, but not limited to- Word, Excel, Calendaring, Outlook, etc.), and accounting and reporting software	
8	Ability to work nights, weekends, overtime and at odd hours when emergency conditions require such duty	
8	Serves as Acting City Administrator in the City Administrator's absence	
8	Performs all duties as City Comptroller [see Wis. Stat.62.09(10) and RMS 2.61 (2) (b)]	
4	City Wide... Who reviews – Mayor, Common Council, City Administrator, Auditors	
4	Budget Requests...Resources used – Mayor, City Administrator	
4	Determine appropriate funding...Who reviews – Capital Improvement Committee, Common Council	



**To BE COMPLETED BY ADMINISTRATIVE DESIGNEE**

**SECTION 14**

**SUPERVISOR INFORMATION**

**Administrative Designee Name**

**Administrative Designee Title**

**SECTION 15**

**ADMINISTRATIVE COMMENTS / CORRECTIONS / ADDITIONS**

In lieu of altering an employee's JDQ, please provide any corrections, clarifications, or additional information in the space provided below.

<b>JDQ Section</b>	<b>Comment / Clarification / Addition</b>