

EMERGENCY COMMUNICATIONS FINANCE MANAGER

Recruitment #TBD

List Type	Transfer/Promotional
Requesting Department	Department of Emergency Communications
Open Date	04/08/2022 08:00:00 AM
Filing Deadline	04/22/2022 11:59:00 PM
HR Analyst	Aisha Hendree

INTRODUCTION

**** THIS POSITION IS OPEN TO CURRENT CITY OF MILWAUKEE EMPLOYEES ONLY. ****

PURPOSE

The Emergency Communications Finance Manager provides leadership in the development and delivery of the Department of Emergency Communications (DEC) budget, provides budgetary direction to the Emergency Communications Director, and administers all financial aspects of the department.

ESSENTIAL FUNCTIONS

Budget Oversight

- Analyze the budget; plan and develop budget strategy.
- Plan and prepare the budget; develop policies and procedures. Assist the Director relative to budget preparation and presentations before the Mayor and Common Council.
- Represent the Director and the department in fiscal matters involving the Fire and Police Commission (FPC) and Common Council committees.
- Develop and forecast the capital budget. Act as liaison on all capital projects, including evaluating proposals, monitoring progress, and reporting expenditures.
- Monitor departmental expenditures for all operational, capital, and grant budgets.
- Research, analyze, and present budget and fiscal policy recommendations within budgetary parameters.

Financial Oversight and Reporting

- Oversee purchasing, accounts payable, inventory controls, contracts, and departmental financial records to ensure sound fiscal control; determine appropriate data collection and tracking processes.
- Administer the departmental Procard program by confirming purchases and ensuring compliance with program controls.
- Prepare regular reports for the Director and executive staff regarding budget balances and projected expenditures of salaries and all other accounts.
- Develop and implement cost control functions.
- Prepare fund transfer and carryover requests.
- Prepare grant applications.

Supervisory

- Supervise and direct the activities of the Emergency Communications Financial Services Assistant, including assigning and directing work, providing training and coaching, and evaluating performance.

We welcome qualified individuals with disabilities who are interested in employment and will make reasonable accommodations during the hiring process in accordance with the Americans with Disabilities Act (ADA) of 1990, as amended by the Americans with Disabilities Act Amendments Act (ADAAA) of 2008.

MINIMUM REQUIREMENTS

- Regular status as a City of Milwaukee employee, having successfully completed a probationary period for a civil service position, or status as a City of Milwaukee employee in a fixed term position.
- Bachelor's degree in business administration, accounting, finance, or a related field from an accredited college or university.
- Five years of progressively responsible experience in governmental budget preparation, financial management, and/or policy analysis.

Equivalent combinations of education and professional experience will be considered.

IMPORTANT NOTE: To receive credit for college, transcripts are required and must be received by the application period closing date. College transcripts should be attached to your online application or sent via email to staffinginfo@milwaukee.gov. Applications without transcripts will be considered incomplete and will be rejected. Your transcript must be legible and include your college/university name, your name, the degree completed (if applicable) and the date completed.

DESIRABLE QUALIFICATIONS

- A master's degree in business administration, accounting, finance, or a related field from an accredited college or university.

KNOWLEDGE, SKILLS, ABILITIES & OTHER CHARACTERISTICS

Technical

- Knowledge of economics, accounting principles and practices, and the analysis and reporting of financial data.
- Knowledge of the accounting and financial reporting standards for local government as set forth by the Governmental Accounting Standards Board (GASB).
- Knowledge of business and management principles.

- Detailed knowledge of or ability to learn the city’s budget process and procedures related to budget preparation and administration.
- Knowledge of mathematics so as to accurately oversee financial information and perform financial calculations.
- Ability to effectively use the City of Milwaukee’s financial management information system (currently Oracle’s PeopleSoft) to oversee financial transactions.
- Expert knowledge of spreadsheet and word processing software, preferably Microsoft Office.
- Ability to read and understand complex job-related documents such as procedures, laws, and articles.

Leadership and Strategic Thinking

- Ability to provide operational oversight in the areas of budgeting and finance.
- Business acumen to be able to understand not only operations and functions, but also the current environment to effectively make business decisions.
- Ability to lead, direct, negotiate, and influence with and without direct authority throughout the city.
- Ability to navigate a complex, matrixed governmental environment and achieve results.
- Ability to think strategically to see the big picture and interpret business strategy into actionable plans.
- Supervisory skills: ability to assign and direct work, provide guidance in handling complicated issues, and evaluate performance.
- Ability to foster an environment of inclusion wherein all associates are treated respectfully, are valued for their strengths, and feel that they can safely express themselves.

Communication and Interpersonal

- Knowledge of the principles and processes for providing excellent customer service.
- Effective verbal communication skills to be able to clearly convey information to all levels of staff.
- Written communication skills; ability to compose clear and concise documents such as correspondence, reports, and budget summaries.
- Interpersonal skills to be able to build effective working relationships with internal colleagues and throughout all levels of municipal government.
- Ability to work independently and manage multiple projects simultaneously.

Critical Thinking and Professionalism

- Skill in data and information analysis and interpretation.
- Analytical and problem-solving skills.
- Decision-making skills and sound judgment.
- Organizational skills to be able to effectively oversee workflow processes and complete projects in a timely manner.
- Flexibility to adjust to shifting priorities.
- Professionalism, honesty, integrity, ability to maintain confidentiality, and ability to safeguard City resources.

CURRENT SALARY

The current salary range (Pay Range 1HX) is **\$79,467-101,137** annually, and the current resident incentive salary range for City of Milwaukee residents is **\$81,851-104,172** annually. *Appointment above the minimum is possible based upon level of experience and other qualifications and is subject to approval.*

SELECTION PROCESS

THE SELECTION PROCESS will be job-related and will consist of one or more of the following: an evaluation of related education, experience, and accomplishments, a written test, an interview, or other assessment methods. The Department of Employee Relations reserves the right to call only the most qualified candidates to oral exams, performance tests, or personal interviews. Information from the selection process will be used to make a hiring decision. Selected candidates will be transferred and/or promoted to the position.

INITIAL FILING DATE – The selection process will be held as soon as practical after **Friday, April 22, 2022**. 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. The applicant is responsible for attending all phases of the selection process at the time and place designated by the hiring authority.

NOTE: Transfer/Promotional Opportunities and Promotional Examinations are not open to Milwaukee Public Schools employees or to the public. Only current City of Milwaukee employees and civilian personnel in MFD and MPD hired through a City Service Commission process who have successfully passed a probationary period for a Civil Service position or who have status as a City of Milwaukee employee in a fixed term position will be considered. Individuals with exempt, provisional, temporary, or emergency appointments are not eligible for transfer.

ADDITIONAL INFORMATION

- APPLICATIONS and further information may be accessed by visiting www.jobapscloud.com/MIL.
- Applications and transcripts should be submitted no later than the deadline listed above.
- If you would like assistance completing an application, please contact the Department of Employee Relations at (414) 286-3751 or staffinginfo@milwaukee.gov.
- The Department of Employee Relations is in City Hall, 200 E Wells St, Room 706, Milwaukee, WI 53202.

CONCLUSION

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The City of Milwaukee values and encourages diversity and is an equal opportunity employer.