



Department of Employee Relations

Cavalier Johnson
Mayor

Jackie Q. Carter
Director

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Job Evaluation Report

City Service Commission Meeting: April 8, 2026

Department of Public Works - Administrative Services Division

Current	Recommended
New Position (One New Position)	DPW Financial Administration Director PR 1QX (\$132,713 – \$191,365) (One Position)

Note: Residents receive a 4% Resident Incentive Allowance.

The Department of Public Works has requested the classification of one new position that was added as part of the 2026 budget. The position is located in the Budget and Finance Section of the Administrative Services Division. A job description was provided, and discussions were held with Jerrel Kruschke, Commissioner of Public Works and Shannon Goodwin, Administrative Services Manager.

This position plays a vital role in shaping the Department of Public Work’s (DPW) financial strategy, managing revenues and expenditures, and developing policies and procedures that support efficient operations. This position will provide professional staff support in the development, analysis, and administration of the department’s budget, while also assisting with the evaluation of programs, operations, and functions. This position is also responsible for all financial and administrative support functions within DPW including budget preparation, monitoring, and reporting; accounts payable and receivable activities; and inventory management, procurement administration, and special project coordination. Duties and responsibilities include:

- Directs and oversees all the DPW division managers in planning, organizing, monitoring, and coordinating efforts to develop, support and execute a comprehensive array of municipal financial services including accounting services and functions, procurement services and functions, and ERP (Enterprise Resource Planning software program) services and functions.
- Oversees administrative and accounting compliance with various federal, state, and local regulatory requirements.
- Attests to the integrity of financial information by reviewing each of the department’s managers’ reports and analysis to ascertain the reasonableness of assumptions, facts, conclusions, and recommendations therein.
- Oversees the management of the internal controls that safeguard the department’s resources, reliability of financial information, and compliance requirements.
- Prepares and administers the department’s budget.
- Compiles, presents, and executes the department’s budget, including review and analysis of expenditures, the monitoring of revenues, and the preparation of management reports, and expenditures and revenue projections/forecasts.
- Maintains and updates budget policies and procedures; and recommends new budgeting policies and procedures as circumstances dictate.
- Prepares and maintains the department’s multi-year financial forecast.

- Oversees projects and requests of higher-level management staff which may span the interests of multiple department sections.
- Develops policy and procedures related to financial workflows within DPW.
- Performs other duties as assigned by the Commissioner of Public Works.
- Coordinates and prepares departmental responses to requests from other city agencies or external entities.

Minimum requirements include a bachelor's degree in accounting, finance, business administration, mathematics, economics, or a closely related field; and five years of experience in local government, finance, or related field. A CPA (Certified Public Accountant) and/or advanced degree and prior supervisory experience is highly desirable. These requirements have not yet been assessed by the Staffing Division.

This new position will have significant responsibility for shaping financial strategy, managing revenues and expenditures, and developing policies and procedures that support efficient operations for all of DPW. The duties and responsibilities include directing and overseeing all DPW division managers in the planning, organizing, monitoring, and coordinating efforts related to financial services, accounting, grants management, procurement, and ERP services and functions. This position will also be responsible for preparing and administering the department budget including the review and analysis of expenditures, monitoring revenues, preparing management reports and expenditure and revenue projections, and preparing and maintaining the department's multi-year financial forecast.

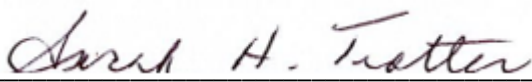
The position will directly supervise 10 positions in the Budget and Finance, and Contract Administration Sections of the Administrative Services Division; and will also have oversight responsibilities for another 18 positions throughout DPW. This is a key leadership position that will report directly to the Commissioner of Public Works.

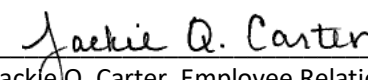
Comparisons were made to other City positions, and we recommend placing this new position in Pay Range 1QX (\$132,713 - \$191,365). Other positions in this pay range include Infrastructure Administration Manager, Operations Administration Manager, and Water Works Administration Manager. These positions also provide high level leadership within DPW and oversee numerous administrative functions within their respective divisions. The new position will be working closely with them as they oversee the financial, budget, accounting, procurement, and ERP services and functions on a department wide basis. We recommend the title of "DPW Financial Administrative Director" to recognize the focus on financial strategy and developing policies and procedures to support efficient operations, plus the department-wide oversight responsibilities.

We therefore recommend classifying this new position as "DPW Financial Administration Director" in Pay Range 1QX (\$132,713 - \$191,365).

Action Required – Effective Pay Period 11, 2026 (May 10, 2026)

* Please see submitted addendum to CCFN for Salary and Position Ordinance changes.

Prepared by: 
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Reviewed by: 
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