

Sandra J. Rotar

2965 N. 69th Street ✦ Milwaukee, WI 53210

EDUCATION:

University of Wisconsin – Milwaukee

Master of Arts – Political Science, emphasis Urban and State Public Policy

Graduated, May 1996

Alverno College

Bachelor of Arts – Sociology and History

Graduated, May 1993

EXPERIENCE:

City of Milwaukee, Wisconsin

Finance & Administration Manager, Department of City Development

June 2007 – present

- Responsible for all financial management tasks of the department, Neighborhood Improvement Development Commission (NIDC), Century City Redevelopment Corporation (CCRC) and the Redevelopment Authority of the City of Milwaukee (RACM), including;
 - Preparation of annual budgets and six-year capital improvements plan
 - Financial accounting – including accounts payable and accounts receivable activities
 - NIDC, CCRC and RACM financial statement (audit) preparation
 - Grant management
 - Tax Increment Financing (TIF) districts
 - RACM and NIDC investment management
 - Purchasing
 - Personnel and payroll
- Represent department, and the Commissioner's Office, on financial matters to other City departments, officers, the Mayor and the Common Council.
- Member of department senior management team, participate in department strategic planning, program development and economic development project evaluation.
- Supervise Finance & Administration Division staff of 18 people.

Business Finance Manager, City of Milwaukee Fire Department

June 2004 – June 2007

- Responsible for all financial management tasks of the department, including annual budget preparation, financial accounting, grant management, purchasing, accounts payable and billing.
- Represented the Fire Department, and the Fire Chief, on all financial matters to other City departments, officers, the Mayor and the Common Council.
- Member of Fire Department leadership team developing long-range strategic planning initiatives, fire service and emergency medical services delivery models and implementation of appropriate performance measures for departmental programs.
- Supervised financial management and payroll staff of approximately 5 people.

Budget & Management Team Leader, Budget & Management Division

June 1999 – June 2004

- Coordinated and supervised the annual budget process – from development of departmental allocations to final budget adoption by the Common Council.
- Worked on strategic planning teams to develop citywide strategies and implement appropriate performance measures for City programs.
- Supervised team of budget analysts of approximately 10 people.

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Business Operations Manager, City of Milwaukee Health Department
June 1996 – June 1999

- Responsible for all financial management tasks of the department, including annual budget preparation, financial accounting, building and grounds, grant management, purchasing and billing.
- Worked with health professionals to develop and implement public health programs and policies, public health strategies and implement appropriate performance measures for departmental programs.
- Supervised staff of approximately 25 people.

Budget & Management Analyst, Budget & Management Division
May 1993 – June 1996

- Conducted budget analysis and provided recommendations to Budget Director on several departmental budgets.
- Conducted complex public policy, fiscal and management studies.
- Served on several citywide committees including strategic planning and budget process teams.

AFFILIATIONS:

Board Member – American Red Cross, Southeastern Wisconsin Chapter: 2001-2007

Service Delivery: Shelter & Mass Care Committee Member - American Red Cross, Southeastern Wisconsin Chapter: 2001-present

Government Finance Officers Association: 2004 – present