



## MEMORANDUM

December 12, 2014

TO: PERSONNEL COMMITTEE

FROM: <sup>FAE</sup> PAMELA A. CAPTAIN, CA/HR DIRECTOR

RE: ORGANIZATIONAL STRUCTURE CHANGES

---

On November 4, 2014, anticipated personnel changes were introduced to the Common Council in a workshop prior to the presentation of the 2014 budget. In order to implement the changes staff is seeking authorization from the Common Council. Approval of the organizational structure changes are being requested as follows:

**FINANCE DEPARTMENT** (*See attached*): Eliminate the position of staff accountant. Create the position of finance manager. This position does not create an additional FTE position, rather it is a replacement position recommended due to the changing needs of the City and the creation of the Administrative Services Department as recommended by the Springsted study. Consideration was given to starting wages for recent openings and wages of other WI communities.

	Grade	<u>Minimum</u>	<u>Midpoint</u>	<u>25 years</u>
Principal Planner	25	56,600	62,900	69,200
<b>Finance Manager</b>				
Staff Accountant	21	44,900	49,900	54,900

**RECOMMENDED MOTION:** To recommend to Common Council changes to the organizational structure of the Finance Department – removing the position of Staff Accountant and adding the position of Finance Manager at Grade 25 on the non-represented salary range (which is the same grade as that of Principal Planner).

**PARKS AND RECREATION DEPARTMENT** (*See attached*): Eliminate the position of park laborer/custodian. Create the position of arborist/park caretaker. This position does not create an additional FTE position, rather it is a replacement position recommended due to the changing needs of the City. The recommended wage range is to place this position in the same category as the Park Caretaker position. Consideration was given to starting wages for recent openings and wages of other local communities with a similar position ranging from \$16.18 to \$22.60 per hour.

	Start	After 6 mo.	After 18 mo.	After 30 mo.	After 42 mo.
Park Caretaker	19.58	20.80	22.03	23.25	24.48
<b>Arborist/Caretaker</b>					
Park Labor/Custodian	16.91	17.97	19.03	20.08	21.14

The Clerk position is already on the City’s organizational chart with an established wage scale. There are no recommended changes to the wage rates for this position. The position was budgeted 100% in Parks & Recreation Department for 2014. It had been previously budgeted as a shared position in Parks and Community Development.

**RECOMMENDED MOTION:** To recommend to Common Council changes to the organizational structure of the Parks & Recreation Department – removing the park laborer/custodian position and adding the position of arborist/park caretaker at the wage scale of park caretaker.

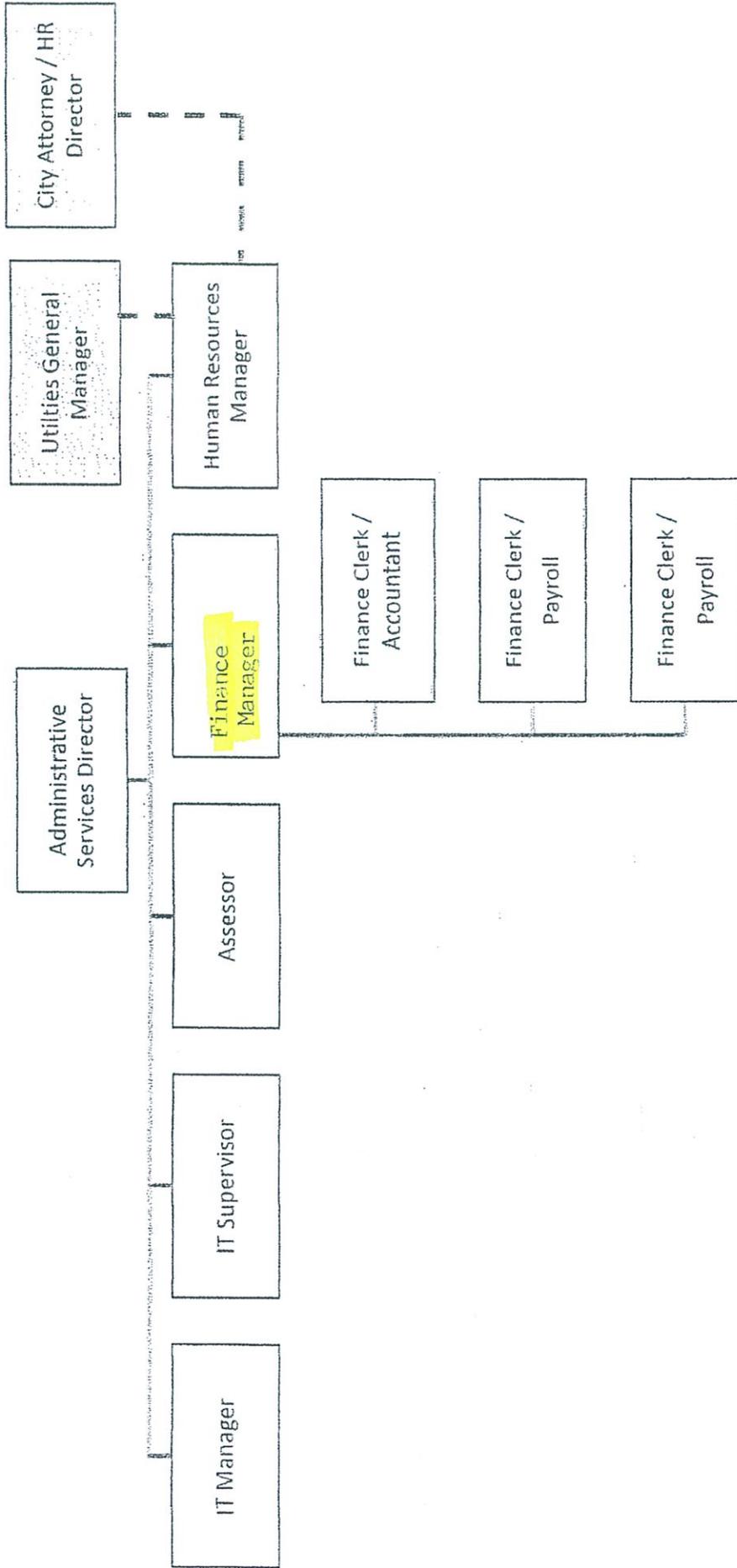
**COMMUNITY DEVELOPMENT** (*See attached*): Create the position of Community Development Coordinator. This position will allow more focused attention on economic development within the City by redistributing some of the zoning and permitting responsibilities. After consideration of the wage ranges in other communities the recommended wage range for this para-professional position is:

	Start	After 6 mo.	After 18 mo.	After 30 mo.	After 42 mo.
Community Development Coordinator	20.84	22.14	23.44	24.75	26.05

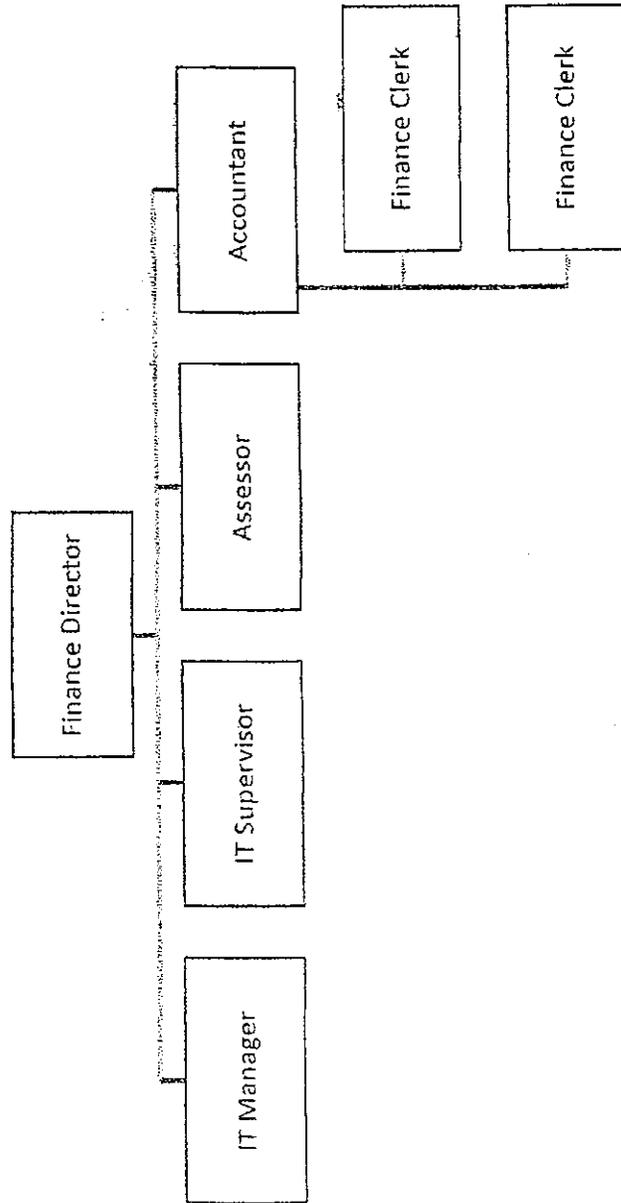
**RECOMMENDED MOTION:** To recommend to Common Council changes to the organizational structure of the Community Development Department – adding the position of Community Development Coordinator at the wage scale beginning at \$20.84 per hour.

CITY OF MENASHA  
 ADMINISTRATIVE SERVICES DEPARTMENT  
 TABLE OF ORGANIZATION

PROPOSED



CITY OF MENASHA  
FINANCE DEPARTMENT  
TABLE OF ORGANIZATION  
2013



## CITY OF MENASHA

### Position Description

**DRAFT**

**Position Title:** Finance Manager  
**Department:** Administrative Services  
**Status:** Exempt  
**Position Reports To:** Administrative Services Director  
**Date of Description:** January 2014

### SUMMARY

Manages security and maintenance of the general ledger multi-fund accounting systems and prepares related reports and sub-ledgers. Assists in the budget development, tax roll process, and audit functions. Trains and supervises the Finance Clerks in the Administrative Services Department. And, is responsible for investments, treasury management services, accounts payable, accounts receivable, and debt administration functions. This position also assists the Administrative Services Director in the overall management of the Department and completes additional duties as assigned.

### ESSENTIAL FUNCTIONS to include the following:

- Supervises Finance Clerks.
- Supervises the collection and accounting of all monies received by the City.
- Monitors all cash flow, projecting future cash demands and invests available funds to match those cash needs.
- Maintains computerized general ledger accounting system. Prepares adjusting journal entries and various finance reports for presentation to staff, Department Heads, Mayor, Common Council, the general public, outside auditors and other interested parties.
- Reconciles General Ledger Cash Control accounts with City Treasurer's monthly bank reconciliation.
- Analyzes balance sheet and income statement accounts for accuracy by comparison to various sub-ledgers on a monthly basis.
- Assists the Administrative Services Director in the compilation and production of the annual budget document. Assists, trains, and advises department heads regarding budget preparation, budget analysis, and financial policies and procedures.
- Assists the Administrative Services Director in the calculation, compilation, production, and collection of property tax bills.
- Assists the Administrative Services Director in the compilation and production of the annual comprehensive financial report and accompanying documents.
- Administers the accounts payable and accounts receivable functions.
- Cross-trains in all critical Administrative Services Department functions to be performed in a backup capacity as necessary.
- Undertakes special projects as assigned.

- Performs other duties as assigned.

### **POSITION REQUIREMENTS/QUALIFICATIONS**

Bachelor's degree in Accounting, preferably governmental accounting, or a closely related field; at least 4-6 years of experience in accounting, or a combination of training and experience which provides the following knowledge, skills and abilities:

- Considerable knowledge of generally accepted accounting principles and Government Accounting Standards Board (GASB) pronouncements to maintain the general ledger accounting system.
- Knowledge of electronic data processing systems, related software functions and standard clerical techniques as applied to the maintenance of the City's finance records.
- Knowledge of laws and regulations related to municipal reporting, budgeting, and finance.
- Ability to maintain accurate financial records and compile related reports with minimal supervision.
- Ability to communicate both verbally and in writing, to maintain effective employee relations, respond to inquiries and prepare financial and other administrative reports.

### **PHYSICAL DEMANDS**

The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this job, the employee is regularly required to sit, stand, walk and use both hands to handle, touch, grasp; reach with hands and arms, talk and hear.
- Specific vision abilities include close and distant vision, peripheral vision, depth perception, and ability to focus.

### **FUNCTION OF POSITION DESCRIPTION**

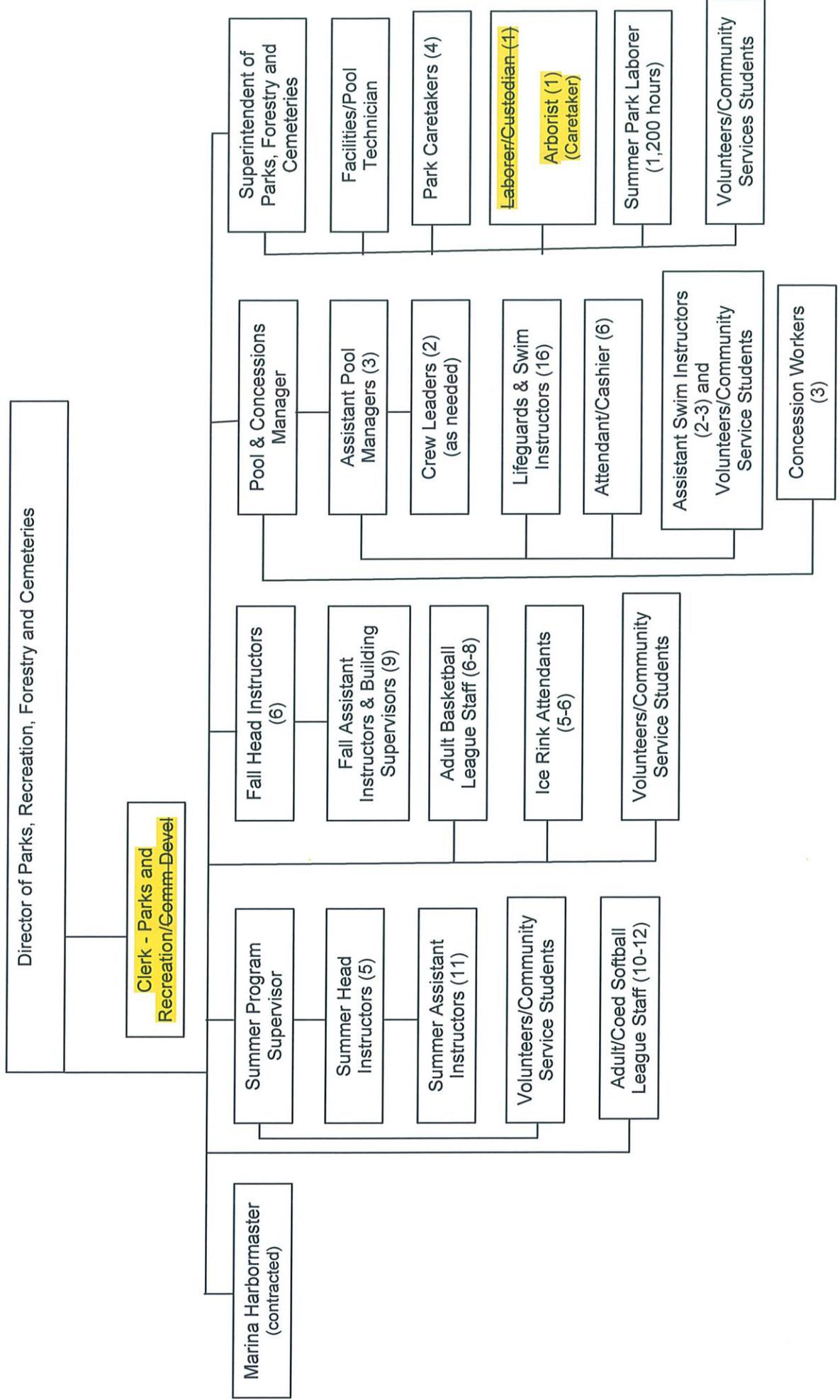
This position description has been prepared to define the general duties of the position, provide examples of work and to detail the required knowledge, skills and abilities as well as the acceptable experience and training for the position. The description is not intended to limit or modify the right of any supervisor to assign, direct, and control the duties of employees under supervision. The City of Menasha 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 Menasha is an equal opportunity employer, in compliance with the American 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.

**City of Menasha  
Parks and Recreation Department  
Table of Organization**

Revised 11-27-13



**CITY OF MENASHA**  
Position Description  
**DRAFT**

**Position Title:** Arborist  
**Department:** Parks, Forestry & Cemetery  
**Status:** Non-Exempt  
**Position Reports To:** Parks, Forestry & Cemetery Superintendent  
**Date of Description:** November 2013

**SUMMARY**

This is a skilled position responsible for all aspects of arboriculture with the Department of Parks, Recreation, Forestry and Cemeteries. Primary duties involve planting, pruning, removing and caring for trees along city streets, parks, and other City owned properties. This position will perform a variety of maintenance tasks from unskilled to skilled for the Department of Parks, Forestry & Cemeteries.

**ESSENTIAL FUNCTIONS to include the following:**

- Removes City-owned trees, which are dead, diseased or damaged from storms, accidents, vandalism, etc.
- Plants trees on City property, including parks, cemeteries, terraces, boulevards and rights-of-way.
- Prunes City-owned trees to insure proper growth, eliminate hazardous conditions, and public safety.
- Prunes roots on City-owned trees for construction projects, utilities, etc.
- Operate forestry/parks equipment including but not limited to, aerial lifts, chain saws, chippers, stump grinders, dump trucks, tractors/loaders, sprayers, and mowers, etc.
- Perform various tree maintenance utilizing hand and power tools at ground level and aloft using rope and saddle equipment.
- Assist superintendent by diagnosing plant health problems.
- Assists in all aspects of the maintenance and operations of City parks, forestry, and cemeteries.
- Assist in forestry/park construction projects.
- Attend seminars and workshops to keep up-to-date on the latest technology concerning Arboriculture and Urban Forestry.
- Report all vandalism and accidents to Park Superintendent.
- Assists with snow removal and ice control.
- Perform other duties as assigned.
- Report for work as scheduled.

**MINIMUM REQUIREMENTS/QUALIFICATIONS OF POSITION**

- Associate or Bachelor's Degree in Arboriculture, Urban Forestry or related field and at least one (1) year Arborist work experience; OR high school graduate/equivalent and at least three(3) years work experience in Arboriculture, Urban Forestry, horticulture, or related comparable landscape/grounds keeping.
- Certification from the International Society of Arboriculture as a Certified Arborist.
- Knowledge of the practices and principles of Arboriculture/Forestry including but not limited to tree identification, planting, pruning, and removal procedures.
- Knowledge of the methods, materials, tools, and equipment used in Arboriculture/Urban Forestry.
- Ability to climb and work in trees with ropes and saddles in trees over 60 feet in height.

- Ability to use and care for ropes, knots, climber hooks, riggings, and tools commonly used in tree trimming and felling operations.
- Ability to operate effectively forestry equipment, including aerial lifts, chippers, stump grinders, tractors/loaders, dump trucks, and chain saws.
- Knowledge of the occupational hazards and safety precautions necessary for tree work and working in traffic.
- Possess and maintain a pesticide applicators certification in Wisconsin.
- Ability to understand and follow oral and written instructions.
- Ability to establish and maintain effective working relationships with other employees and able to communicate with the public in a courteous and tactful manner.
- Knowledge and compliance with safety policies and procedures.
- Valid Wisconsin CDL Class "B" Driver's license with air brake restriction lifted and "N" (tank vehicle) endorsement and good driving record.

### **PHYSICAL DEMANDS**

The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this job, the employee is regularly required to sit, stand, walk and use both hands to handle, touch, grasp; reach with hands and arms, climb, balance, stoop, kneel, crouch or crawl, talk and hear.
- Specific vision abilities include close and distant vision, peripheral vision, depth perception, and ability to focus.
- Ability to lift 50 pounds on a frequent basis and operate heavy tools for extended periods of time.
- Ability to perform duties in varying conditions: exposed to wet, cold and or humid temperatures, noise, dust, fumes, or toxic chemicals.
- Overtime may be required.

### **FUNCTION OF POSITION DESCRIPTION**

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 Menasha 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 Menasha is an equal opportunity employer, in compliance with the American 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.

# CITY OF MENASHA

## Position Description

**DRAFT**

**Position Title: Clerk- Parks and Recreation**

Department: Parks and Recreation

Status: Non-exempt

Position Reports To: Director of Parks, Recreation, Forestry and Cemeteries

Date of Description: November 2013

### SUMMARY

The Clerk shall be responsible for providing a variety of administrative support services to the Parks and Recreation Department primarily in city hall. These services will require extensive use of computers, maintenance of records, program registration and facility reservation, and effectiveness in meeting with and dealing with public and internal customers. Duties will be performed with some independence, requiring judgement and tact with customer inquiries and determining what matters require Director attention.

### ESSENTIAL FUNCTIONS

- Answer the department central telephone line, respond to telephone and in-person inquires as appropriate, and transfer callers to appropriate personnel.
- Establish and maintain department files, records and reports.
- Compose, type, edit and proofread correspondence and memoranda.
- Operate a variety of office machines, including but not limited to personal computers, fax machines, and copiers.
- Open, sort, and distribute incoming mail and prepare, sort, and send outgoing mail.
- Update and make current department voice mail systems.
- Send internal and external e-mails, and perform internet searches.
- Prepare and complete with use of Microsoft Office correspondence, meeting minutes, spreadsheets, timesheets, office forms, reports, brochures, program flyers and other documents as assigned.
- Prepare and disseminate agendas and mailings to the Parks and Recreation Board.
- Register individuals for recreation programs and reserve park facilities using Active software.
- Maintain athletic field and park facility schedules using Active software.
- Maintains program or service information on the Department website.
- Serves as active software system administrator and works collaboratively with IT staff to ensure active software is operating effectively.
- Train seasonal staff on active software.

- Collect fees for recreation programs and park services and accurately receipts money with the Finance Department.
- Organizes and schedules special event planning meetings.
- Dispense park and recreation information to the public through telephone, e-mail, letter, personal contact or forms of social media.
- Assist Director with planning of select recreation programs and events
- Design program flyers, brochures and other documents
- Report for work as scheduled, including some off-site locations.

### **NON-ESSENTIAL FUNCTIONS (not inclusive)**

- Assist other departments with administrative support as needed

### **POSITION REQUIREMENTS/QUALIFICATIONS**

- Considerable knowledge of modern office methods, machines, and procedures.
- Ability to perform basic arithmetic computations, proofreading and spelling functions (testing required).
- Considerable training and experience in using a Windows operating system (Microsoft Office 2007 or 2010). High proficiency in Outlook, Word and Publisher, somewhat less in Excel and Powerpoint. (testing required)
- Ability to type neatly and correctly from plain copy at a tested rate of at least 50 words per minute. (testing required)
- Ability to perform multiple and varied clerical tasks under specific deadlines.
- Ability to operate a variety of office machines (telephone/voicemail, fax machine photocopier, calculator and personal computer).
- Ability to establish and maintain effective public and internal working relationships.
- Ability to maintain accurate and complete records and prepare clear and detailed reports.
- Ability to work under repeated interruptions, including adapting to stressful situations.
- Ability to follow oral and written instructions.
- Ability to organize, prioritize and carry out office work with minimal supervision.
- Ability to effectively respond to customer complaints.
- Ability to train others in office, software or recreation program procedures.

## **CERTIFICATES, LICENSES, REGISTRATIONS**

- Graduation from high school, including post high school coursework or certification in computer and clerical applications (Microsoft) or related study.
- Two or more years of related office work experience.
- Valid Wisconsin Driver's License

## **PHYSICAL DEMANDS**

The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this job, the employee is regularly required to sit, stand, walk and use both hands to handle, touch, grasp; reach with hands and arms, talk and hear.
- Specific vision abilities include close and distant vision, peripheral vision, depth perception, and ability to focus.
- Occasional physical effort in sedentary to light work, which may involve lifting, carrying, pushing, or pulling.
- Repetitive computer keyboard use under generally safe and comfortable conditions.
- Overtime may be required.

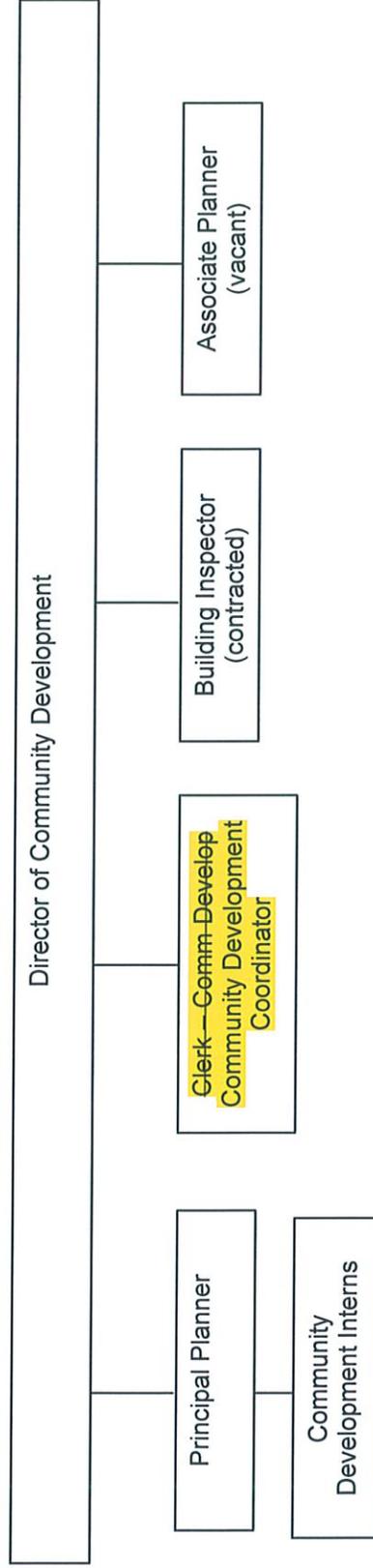
## **FUNCTION OF POSITION DESCRIPTION**

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 Menasha 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 Menasha is an equal opportunity employer, in compliance with the American 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.

City of Menasha  
Community Development Department  
Table of Organization



**CITY OF MENASHA**  
**Position Description**  
**DRAFT**

Position Title: Community Development Coordinator  
Department: Community Development  
Status: Non-Exempt  
Position Reports To: Principal Planner / Director of Community Development  
Date of Description: September 2013

**SUMMARY**

This is a paraprofessional position that interacts heavily with the public on matters relating to planning, zoning, stormwater, and property characteristics. The position is responsible for carrying out the planning and development functions of the city by providing technical analysis, customer assistance, citizen education, and department coordination. The Community Development Coordinator works closely with the public on a regular basis to provide customer service on planning, zoning, and housing code issues.

**ESSENTIAL FUNCTIONS to include the following:**

- Conduct zoning and erosion control plan reviews and approve permits for all residential principal and accessory structures.
- Issue sign permits and conduct annual review of Electronic Message Centers (EMCs).
- Serve as the primary point of contact for inquiries related to property information, signs, residential driveways, and zoning restrictions for sheds, decks, porches, single & two family homes, and fences.
- Issue driveway permits, and coordinate associated grade requests and excavation permits with Public Works/Engineering.
- Issue Fence permit applications and provide information to the public concerning fence requirements.
- Maintain Community Development website.
- Perform all administrative assistant functions for the Community Development Department; provides backup administrative services to Parks & Recreation and Public Works.
- Prepare, disseminate, and record information relative to storm water information and education.
- Assign/reassign official addresses as required.
- Assist with the preparation and recording of legal documents, such as Warranty Deeds, Storm water & Site Improvement Agreements.
- Research and provide input on proposed changes to the zoning and housing codes.
- Administer annual comprehensive plan review.
- Prepare reports on zoning, code enforcement, and permit issuance as required.
- Receive complaints regarding building, housing and zoning code violations and refer to appropriate city personnel.

- Monitor compliance with building, housing and zoning code orders that have been issued and refer non-compliant properties for enforcement action.
- Investigate and issue notices of minor zoning and housing code violations, and coordinate with the Police Department (Code Enforcement), Health Department, and Building Inspection when necessary.

### **MINIMUM REQUIREMENTS/QUALIFICATIONS OF POSITION**

- College Degree in geography, urban planning, public policy or related field preferred; or an equivalent combination of professional and educational experience.
- High School Diploma or equivalent.
- Valid Wisconsin driver's license.
- Exhibited proficiency in writing, and basic knowledge of zoning codes, interpretation, and enforcement.
- Demonstrated proficiency with spreadsheets, internet, GIS, word processing and other related programs.
- Ability to develop and maintain records and reports.
- Ability to work independently.
- Ability to carry out assigned tasks with minimal supervision.
- Ability to maintain a positive and customer oriented attitude.
- Ability to work effectively with others.

### **PHYSICAL DEMANDS**

The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this job, the employee is regularly required to sit, stand, walk, and use both hands to handle, touch, grasp, reach with hands and arms, talk and hear.
- Specific vision abilities include close and distant vision, peripheral vision, depth perception, and ability to focus.

### **FUNCTION OF POSITION DESCRIPTION**

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 Menasha 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 Menasha is an equal opportunity employer, in compliance with the American 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.