



## DIRECTOR OF ADMINISTRATIVE SERVICES

### **About the Position**

The Director of Administrative Services is a new position and will perform administrative and managerial work to be appointed by the Common Council and reporting directly to the Mayor. The Director of Administrative Services also serves as the Comptroller/Treasurer and is the chief financial officer responsible for the City of Menasha. The Director of Administrative Services will have oversight of seven employees, including four of who are direct reports , and will be responsible for supervising, directing, coordinating the financial and administrative activities of the City of Menasha, including finance, human resources, and information technology functions. The Director of Administrative Services will also serve as the contract administrator for the city's contract with an outside vendor for city assessment services.

### **Education**

A Bachelors Degree in Accounting from an accredited college or university is required; Masters Degree in Accounting, Public Administration or Business Administration is preferred. CGFO, CPA or CMA designation is required. A track record of continuing involvement in professional development is expected

### **Experience**

Requires technical experience in governmental finance and budgeting, familiarity with applicable tax, financial and debt related Wisconsin statutes. Must demonstrate strong management skills. Knowledge of information technology functions, human resource and labor relations experience is important.

Preferred experience includes a minimum of five (5) years as a department director or as an assistant director in a municipality of similar size or larger; alternatively at least eight (8) years of progressively responsible work experience in local government, including direct supervisory and administrative experience as an administrator /manager or assistant administrator/manager.

### **Essential Job Duties**

-Administration of three city functions (Finance, Information Technology & Human Resources

-Performs City Comptroller/Treasurer duties

-Provides forecasting of current year and longer term needs and trends with probable implications

-Provides financial and fiscal recommendations to the Mayor, Redevelopment Authority, and Common Council

- Provides reports to the Common Council on the financial condition of the city and its departments, Utilities and Redevelopment Authority
- Manages City debt to facilitate goals and priorities of City Council
- Assist Community Development with a working knowledge of Wisconsin TIF districts
- Manages the development and implementation of department goals, objectives, policies and priorities for each assigned service area (Finance, Information Technology and Human Resources)
- Assist the Mayor to plan, organize and direct the development and implementation of the City's annual budget including monitoring of revenues and expenses; payroll and budget projections, audit and exercise budgetary control over payment of bills, invoices, payroll and other vouchers for payment.

**Compensation**

Minimum	Midpoint	Maximum
\$91,400	\$101,600	\$111,800

**Ideal Candidate**

The Director of Administrative Services will be actively involved in the conception and implementation of a new Administrative Services Department consisting of finance and administrative related functions. Encouraging strong communication and eliminating “silos” will be a priority to deliver streamlined, customer-focused processes that enhance efficiencies and deliver quality service. An individual who has vision, insight, and experience to see the broader picture in terms of the community is desired.

Key competencies for this position include financial and analytical skills, organization and operations analysis, knowledge of information technology and human resources, ability to define and implement new business processes to maximize city resources. Knowledge of principles and practices of city management is vital. Financial and budgetary expertise is required.

The ideal candidate will be an excellent communicator with the ability to establish and maintain effective working relationships with citizens, elected officials, employees, and local, state, and Federal agencies. A minor in Economics is preferable.

A municipal government professional who is able to develop a high performing team, motivate, mentor, and delegate effectively will be successful. The successful candidate must demonstrate strong leadership skills and be able to encourage departmental ownership and accountability as well as organizational collaboration. The ideal candidate should be skilled in strategic planning, policy, and decision-making, as well as organization development and performance management.