

# **City of Allen Park**

## **Supplemental Information based on Whitehall Group report**

**March 2016**

**City of Allen Park  
Supplemental Salary Data  
Assistant City Administrator**

<b>Municipality</b>	<b>Population</b>	<b>Position</b>	<b>Status</b>	<b>Min</b>	<b>Mid</b>	<b>Max</b>
Royal Oak	57,236	Assistant City Manager or Administrator	Full-Time	46,817	57,221	67,624
Battle Creek	52,347	Assistant City Manager or Administrator	Full-Time	98,395	113,745	129,095
Kentwood	48,707	Assistant City Manager or Administrator	Full-Time	74,008	85,062	96,115
Eastpointe	32,442	Assistant City Manager or Administrator	Full-Time	77,918	91,031	104,144
Norton Shores	23,994	Assistant City Manager or Administrator	Full-Time	73,082	80,244	87,405
Walker	23,537	Assistant City Manager or Administrator	Full-Time	73,270	84,261	95,251
Auburn Hills	21,412	Assistant City Manager or Administrator	Full-Time	87,191	98,421	109,651
Birmingham	20,103	Assistant City Manager or Administrator	Full-Time	84,835	96,677	108,519
Grandville	15,378	Assistant City Manager or Administrator	Full-Time	68,181	78,408	88,635
<b>Average</b>				<b>75,966</b>	<b>87,230</b>	<b>98,493</b>
<b>Allen Park</b>				<b>n/a</b>	<b>n/a</b>	<b>n/a</b>
<b>Compa-Ratio</b>				<b>n/a</b>	<b>n/a</b>	<b>n/a</b>

*Supplemental data from the 2015 MML Statewide Survey for regions 1-5 with populations between 15,000 - 65,000 for position of Assistant City Administrator.*

**City of Allen Park  
Supplemental Salary Data  
Human Resources Generalist**

<b>Municipality</b>	<b>Population</b>	<b>Position</b>	<b>Status</b>	<b>Min</b>	<b>Mid</b>	<b>Max</b>
Royal Oak	57,236	Human Resources Generalist	Full-Time	54,039	57,041	60,043
Battle Creek	52,347	Human Resources Generalist	Full-Time	41,204	47,642	54,080
Midland	41,863	Human Resources Generalist	Full-Time	57,120	65,280	73,440
Lincoln Park	38,144	Human Resources Generalist	Full-Time	32,180	40,399	48,617
Bay City	34,932	Human Resources Generalist	Full-Time	53,048	61,537	70,026
Mount Pleasant	26,016	Human Resources Generalist	Full-Time	41,100	48,400	55,700
Auburn Hills	21,412	Human Resources Generalist	Full-Time	47,226	54,425	61,623
Birmingham	20,103	Human Resources Generalist	Full-Time	49,313	56,217	63,121
<b>Average</b>				<b>46,904</b>	<b>53,868</b>	<b>60,831</b>
<b>Allen Park</b>				<b>n/a</b>	<b>n/a</b>	<b>n/a</b>
<b>Compa-Ratio</b>				<b>n/a</b>	<b>n/a</b>	<b>n/a</b>

*Supplemental data from the 2015 MML Statewide Survey for regions 1-5 with populations between 15,000 - 65,000 for positions of Human Resources Generalist.*

**City of Allen Park  
Supplemental Salary Data  
Deputy Finance Director**

<b>Municipality</b>	<b>Population</b>	<b>Position</b>	<b>Status</b>	<b>Min</b>	<b>Mid</b>	<b>Max</b>
Auburn Hills	21,412	Deputy / Assistant Finance Director	Full-Time	59,196	71,257	83,318
Kentwood	48,707	Deputy / Assistant Finance Director	Full-Time	56,122	64,504	72,886
Lincoln Park	38,144	Deputy / Assistant Finance Director	Full-Time	32,180	40,399	48,617
Mount Pleasant	26,016	Deputy / Assistant Finance Director	Full-Time	64,200	70,000	75,800
Roseville	47,299	Deputy / Assistant Finance Director	Full-Time	65,281	66,680	68,079
Royal Oak	57,236	Deputy / Assistant Finance Director	Full-Time	92,932	96,415	99,897
Walker	23,537	Deputy / Assistant Finance Director	Full-Time	63,437	72,953	82,469
Battle Creek	52,347	Sr. Accountant / Financial Manager	Full-Time	71,339	82,468	93,597
Bay City	34,932	Sr. Accountant / Financial Manager	Full-Time	49,920	54,080	58,240
Birmingham	20,103	Sr. Accountant / Financial Manager	Full-Time	57,213	65,193	73,173
<b>Average</b>				<b>61,182</b>	<b>68,395</b>	<b>75,608</b>
<b>Allen Park</b>				<b>n/a</b>	<b>n/a</b>	<b>n/a</b>
<b>Compa-Ratio</b>				<b>n/a</b>	<b>n/a</b>	<b>n/a</b>

*Supplemental data from the 2015 MML Statewide Survey for regions 1-5 with populations between 15,000 - 65,000 for positions of Deputy/Assistant Finance Director and Sr. Accountant/Financial Manager.*

**City of Allen Park  
Supplemental Salary Data  
Police Officer**

<b>Municipality</b>	<b>Population</b>	<b>Position</b>	<b>Status</b>	<b>Min</b>	<b>Mid</b>	<b>Max</b>
Taylor	63,131	Police Officer	Full-Time	35,333	48,753	62,172
Royal Oak	57,236	Police Officer	Full-Time	44,495	53,629	62,763
Battle Creek	52,347	Police Officer	Full-Time	41,600	48,880	56,160
Kentwood	48,707	Police Officer	Full-Time	47,840	55,120	62,400
Roseville	47,299	Police Officer	Full-Time	40,000	52,788	65,576
Midland	41,863	Police Officer	Full-Time	45,059	56,654	68,249
Lincoln Park	38,144	Police Officer	Full-Time	40,104	46,113	52,121
Bay City	34,932	Police Officer	Full-Time	33,280	43,680	54,080
Eastpointe	32,442	Police Officer	Full-Time	43,947	53,586	63,225
Port Huron	30,184	Police Officer	Full-Time	37,685	47,831	57,977
Burton	29,999	Police Officer	Full-Time	34,227	43,009	51,790
Madison Heights	29,694	Police Officer	Full-Time	42,060	51,595	61,129
Mount Pleasant	26,016	Police Officer	Full-Time	45,760	53,040	60,320
Norton Shores	23,994	Police Officer	Full-Time	48,630	55,068	61,505
Walker	23,537	Police Officer	Full-Time	44,030	54,875	65,719
Auburn Hills	21,412	Police Officer	Full-Time	47,861	59,291	70,720
Birmingham	20,103	Police Officer	Full-Time	43,161	56,015	68,869
Ferndale	19,900	Police Officer	Full-Time	50,119	55,205	60,290
Ypsilanti	19,435	Police Officer	Full-Time	40,889	51,968	63,047
Hazel Park	16,422	Police Officer	Full-Time	40,439	50,388	60,336
Grandville	15,378	Police Officer	Full-Time	46,174	54,229	62,283
Owosso	15,194	Police Officer	Full-Time	39,520	46,800	54,080
<b>Average</b>				<b>42,373</b>	<b>51,751</b>	<b>61,128</b>
<b>Allen Park</b>				<b>39,517</b>	<b>48,647</b>	<b>57,776</b>
<b>Compa-Ratio</b>				<b>93%</b>	<b>94%</b>	<b>95%</b>

Supplemental data from the 2015 MML Statewide Survey for regions 1-5 with populations between 15,000 - 65,000 for position of Police Officer.

**City of Allen Park  
Supplemental Salary Data  
Police Sergeant**

<b>Municipality</b>	<b>Population</b>	<b>Position</b>	<b>Status</b>	<b>Min</b>	<b>Mid</b>	<b>Max</b>
Royal Oak	57,236	Police Sergeant	Full-Time	71,326	72,966	74,605
Roseville	47,299	Police Sergeant	Full-Time	71,792	74,914	78,035
Midland	41,863	Police Sergeant	Full-Time	75,238	76,890	78,541
Port Huron	30,184	Police Sergeant	Full-Time	62,237	63,875	65,513
Burton	29,999	Police Sergeant	Full-Time	59,931	61,130	62,328
Madison Heights	29,694	Police Sergeant	Full-Time	71,184	72,177	73,169
Norton Shores	23,994	Police Sergeant	Full-Time	65,860	67,176	68,492
Birmingham	20,103	Police Sergeant	Full-Time	68,078	70,569	73,060
Ferndale	19,900	Police Sergeant	Full-Time	68,507	70,925	73,343
Ypsilanti	19,435	Police Sergeant	Full-Time	68,091	68,091	68,091
Hazel Park	16,422	Police Sergeant	Full-Time	64,826	65,971	67,115
Grandville	15,378	Police Sergeant	Full-Time	72,811	72,811	72,811
<b>Average</b>				<b>68,323</b>	<b>69,791</b>	<b>71,259</b>
<b>Allen Park *</b>				<b>60,665</b>	<b>63,554</b>	<b>66,442</b>
<b>Compa-Ratio</b>				<b>89%</b>	<b>91%</b>	<b>93%</b>

Supplemental data from the 2015 MML Statewide Survey for regions 1-5 with populations between 15,000 - 65,000 for position of Police Sergeant.

\* Allen Park Seargeant pay is calculated by Police Officer maximum pay times 105% (start), 110% (6 months), and 115% (1 year).

**City of Allen Park  
Supplemental Salary Data  
Police Lieutenant**

<b>Municipality</b>	<b>Population</b>	<b>Position</b>	<b>Status</b>	<b>Min</b>	<b>Mid</b>	<b>Max</b>
Royal Oak	57,236	Police Lieutenant	Full-Time	77,605	79,395	81,184
Roseville	47,299	Police Lieutenant	Full-Time	81,546	83,692	85,838
Midland	41,863	Police Lieutenant	Full-Time	86,335	86,335	86,335
Port Huron	30,184	Police Lieutenant	Full-Time	68,461	70,263	72,064
Madison Heights	29,694	Police Lieutenant	Full-Time	78,293	79,407	80,520
Mount Pleasant	26,016	Police Lieutenant	Full-Time	58,400	64,200	70,000
Norton Shores	23,994	Police Lieutenant	Full-Time	73,763	75,238	76,712
Birmingham	20,103	Police Lieutenant	Full-Time	79,187	81,117	83,047
Ferndale	19,900	Police Lieutenant	Full-Time	74,701	77,339	79,976
Ypsilanti	19,435	Police Lieutenant	Full-Time	77,623	79,781	81,938
Hazel Park	16,422	Police Lieutenant	Full-Time	73,397	74,692	75,987
<b>Average</b>				<b>75,392</b>	<b>77,405</b>	<b>79,418</b>
<b>Allen Park *</b>				<b>67,771</b>	<b>69,765</b>	<b>72,754</b>
<b>Compa-Ratio</b>				<b>90%</b>	<b>90%</b>	<b>92%</b>

Supplemental data from the 2015 MML Statewide Survey for regions 1-5 with populations between 15,000 - 65,000 for position of Police Lieutenant.

\* Allen Park Lieutenant pay is calculated by Police Sergeant maximum pay times 102% (start), 105% (6 months), and 109.5% (1 year).

**CITY OF \_\_\_\_\_**  
**JOB DESCRIPTION**

**ASSISTANT CITY MANAGER**

**Supervised By:** City Manager  
**Supervises:** Department staff as assigned

**Position Summary:**

Under the supervision of the City Manager, performs a broad range of administrative duties and project management in support of the daily operations of the City. Assists the City Manager in directing and evaluating City operations, oversees information technology functions, prepares and administers grants, serves as risk management administrator, property manager, information technology administrator, workplace safety director and others roles as assigned.

**Essential Job Functions:**

An employee in this position may be called upon to do any or all of the following essential functions. These examples do not include all of the duties which the employee may be expected to perform. To perform this job successfully, an individual must be able to perform each essential function satisfactorily.

1. Manages the City's information technology function and oversees related day-to-day operations. Researches equipment, software and service options, develops recommendations, coordinates related bid and purchasing process, implements and administers the system ongoing including upgrades, maintenance and integration of new systems. Maintains the City's presence on social media sites, troubleshoots basic IT issues and coordinates more complex issues with outside vendors.
2. Assists the City Manager in the management of municipal operations. Assists in coordinating departmental reporting and information flow, and develops implements and maintains organizational coordination. Conducts research, develops proposals and reports, and represents the City Manager at meetings as required.
3. Acts as the Manager's delegate on various committees, boards, commissions, task forces and related groups. Serves as liaison between the City Manager, other City Departments, State, local, and municipal officials, the media, community groups, businesses, and the general public. Responds to inquiries, concerns, and information requests, resolves routine and complex issues, and refers unusually complicated situations to the appropriate party.
4. Works with other departments, and independently, on special projects and complicated endeavors. Coordinates processes, provides research and administrative support, and otherwise facilitates the successful completion of City projects. Conducts specialized research and projects as requested. Coordinates endeavors with City staff and contractors as needed.
5. Assists with bid and purchasing processes. Procures, negotiates and monitors performance of numerous other contracts and other agreements as directed by the City Manager.
6. Researches grant sources and other funding resources. Writes grant applications, administers grant funds, and oversees grant expenditures.

7. Assists with financial and budgeting activities. Researches trends and patterns, tracks financial activities and budget status and makes reports as requested. Prepares the City Manager's Office budget. Purchases departmental equipment and services as directed by the City Manager, drafting requests for proposals and bid specifications as needed.
8. Serves as the City's risk management officer acting as liaison with the City's liability insurance provider.
9. Maintains active workplace safety program, oversees workers compensation system, tracks and reports costs and trends to Department Directors.
10. Manages lease, license and easement agreements on City properties and provides ongoing financial and physical analysis of all assets owned by the City and used or occupied by others.
11. Keeps abreast of current issues, changing legislation and policies, new administrative techniques, and developments in the public administration field through continued education and professional growth. Attends conferences, workshops, and seminars as appropriate.
12. Acts as City Manager in the Manager's absence.
13. Performs related work as required.

**Required Knowledge, Skills, Abilities and Minimum Qualifications:**

The requirements listed below are representative of the knowledge, skills, abilities and minimum qualifications necessary to perform the essential functions of the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the job.

Requirements include the following:

- A Master's Degree in public administration or a related field.
- Three to five years of experience as an assistant to a city manager or assistant city manager.
- A valid State of Michigan Driver's license, a satisfactory driving record, and the ability to maintain one throughout employment.
- Considerable knowledge of government operations, public administration, budgeting practices, financial preparation, grant writing, contract administration, and public relations.
- Knowledge of insurance industry, workplace safety and risk management practices.
- Skill in developing, implementing and maintaining procedures to enhance efficiency in department operations and coordinate activities across departments.
- Skill in the use of office equipment and related technology, including computers, phone and communications systems, software and social media, and the ability to research and remain abreast of new technologies.
- Ability to perform extensive research, compile complex data and prepare accurate records and reports, including financial analysis.



- Ability to establish effective working relationships and use good judgment, initiative and resourcefulness when dealing with the public, business and community interests, elected officials, other employees, and professional contacts.
- Ability to effectively communicate and present ideas and concepts orally and in writing, and make presentations in public forums.
- Ability to critically assess situations and solve problems, and work effectively under stress, within deadlines, and changes in work priorities.
- Ability to exercise a high degree of tact and diplomacy in adverse circumstances.
- Ability to attend meetings outside of normal business hours.
- Ability to travel to various locations within the City.

**Physical Demands and Work Environment:**

The physical demands and work environment characteristics described here are representative of those an employee encounters while performing the essential functions of the 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 communicate in person and by telephone. The employee is frequently required to be mobile in an office setting as well as travel to other locations.

While performing the duties of this job, the employee regularly works in a controlled, fast-paced office setting, but occasionally visits other operational areas at which time the employee may be exposed to outside weather conditions. The noise level in the work environment is usually quiet in the office and may be moderate in the field.

**CITY OF \_\_\_\_\_**  
**JOB DESCRIPTION**

**HUMAN RESOURCES MANAGER**

**Supervised by:** City Manager  
**Supervises:** Department staff as assigned

**Position Summary:**

Under the direction of the City Manager, manages and coordinates the Human Resources function of the City including recruitment and selection, labor relations, compensation and benefits, and risk management. Participates in the development and administration of labor negotiations, labor agreements, budget, personnel management, and policies and procedures.

**Essential Job Functions:**

*An employee in this position may be called upon to do any or all of the following essential functions. These examples do not include all of the duties which the employee may be expected to perform. To perform this job successfully, an individual must be able to perform each essential function satisfactorily.*

1. In close collaboration with the City Manager, manages and coordinates the day-to-day activities of the City's Human Resources department including recruitment and selection, labor relations, classification and compensation, benefits, and risk management. Participates in the development of policies and procedures, internal controls, and goals and objectives in accordance with departmental needs, City directives, and legal requirements.
2. Participates in the recruitment, hire, discipline, and discharge of City employees. Develops and places recruitment advertising. Reviews applications, conducts interviews, and performs reference checks on applicants. Oversees the proper maintenance and access to personnel files.
3. Administers the City's benefit and retirement programs. Maintains related records, prepares related reports, and reconciles invoices for payment. Serves as key contact with the benefit providers. Participates in analysis of current benefit offerings, researches alternatives, participates in negotiating contracts, and makes related recommendations.
4. Ensures compliance with all applicable State and Federal laws and City policies and procedures related to human resources administration. Serves as the City's Equal Employment Opportunity Coordinator, HIPAA and American with Disabilities Act Administrator. Administers FMLA program, maintains necessary records and information, analyzes data, and compiles reports required by regulatory agencies and the City.
5. Assists in the development and implementation of personnel policies and procedures. Maintains associated personnel policy books. Provides guidance and counseling to employees on employment matters, policies, procedures, training, benefits and general human resources issues. Serves as a facilitator to resolve personnel issues.
6. Serves as a member to the City's collective bargaining team. Identifies issues and assists in planning the management position for negotiations and labor contracts. Drafts contract language and ensures consistency between union contracts. Researches and reports on the potential cost and service impacts of proposed provisions. Assists in administering all collective bargaining agreements and employee contracts.

7. Assists in coordinating the City's risk management activities and insurance programs, and works closely with related third-party administrators. Advises departments of MIOSHA regulations and distributes required postings. Oversees City loss control compliance requirements. Coordinates safety programs, maintains incident reports, and prepares related reports.
8. Participates in the development and administration of the annual department budget. Monitors the budget throughout the fiscal year prepares financial summaries as requested.
9. Supervises and coordinates the placement of seasonal student employees. Provides instruction, trains, and coordinates workflows in assigned area of work.
10. Works closely with departments to identify training and professional development needs. Researches and coordinates training programs, develops and implements programs.
11. Acts as department spokesperson, establishing and maintaining effective relationships with citizens, community groups, boards and commissions, City officials, other employees, and other interest groups. Responds to public inquiries, investigates complaints, and assists the public as needed.
12. Keeps abreast of modern developments, new techniques, and evolving issues in the field through continued education and professional growth. Attends conferences, workshops, and seminars as appropriate.
13. Performs related work as required.

**Required Knowledge, Skills, Abilities and Minimum Qualifications:**

*The requirements listed below are representative of the knowledge, skills, abilities and minimum qualifications necessary to perform the essential functions of the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the job.*

- A Bachelor's degree in human resources, business management, or related field.
- Five or more years of progressive experience in human resources, labor relations, business management, or related field.
- Certification as a Professional in Human Resources (PHR) or Senior Professional in Human Resources (SPHR) preferred.
- Thorough knowledge of employment law, labor relations, and record keeping in regards to human resources and risk management.
- Thorough knowledge of the principles, practices, and techniques of public personnel administration, including compensation and benefits administration.
- Knowledge of legislative and regulatory developments and human resources and risk management issues.
- Skill in maintaining public and confidential records according to statutory requirements.
- Skill in formulating human resources policies and procedures.
- Skill in assembling and analyzing data, and in preparing comprehensive and accurate reports.

- Skill in the use of office equipment and technology, including computers and a variety of related software, and the ability to master new technologies.
- Skill in training, supervising, and coordinating the work of assigned employees.
- Ability to conduct research, maintain records, and prepare comprehensive and accurate reports according to accepted standards.
- Ability to communicate effectively and present ideas and concepts orally and in writing, and make presentations in the public forum.
- Ability to establish effective working relationships and use good judgment, initiative and resourcefulness when dealing with employees, City officials, professional contacts, and the public.
- Ability to exercise a high degree of diplomacy and work effectively under stress in contentious or confrontational situations.
- Ability to critically assess situations, problem-solve, and work effectively under stress, within deadlines and changes in work priorities.
- Ability to attend meetings outside of normal business hours.

**Physical Demands and Work Environment:**

*The physical demands and work environment characteristics described here are representative of those an employee encounters while performing the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

An employee in this position spends the majority of their time in an office setting with a controlled climate where they sit and work on a computer for extended periods of time, communicate by telephone, email or in person, and move around the office or travel to other locations to attend meetings. The employee must occasionally lift and/or move items of light weight. The noise level in the work environment is usually quiet.

**CITY OF \_\_\_\_\_**  
**JOB DESCRIPTION**

**DEPUTY FINANCE DIRECTOR**

**Supervised By:** Finance Director  
**Supervises:** Department staff as assigned

**Position Summary:**

Under the supervision of the Finance Director, oversees the day-to-day operations and financial activities of the department. Supervises departmental staff as assigned. Oversees and coordinates the activities related to payroll, utility billing, accounts payable and receivable, and other related accounting tasks. Participates in the preparation of the annual budget, organizes work papers for the annual audit, and maintains accounting records.

**Essential Job Functions:**

*An employee in this position may be called upon to do any or all of the following essential functions. These examples do not include all of the duties which the employee may be expected to perform. To perform this job successfully, an individual must be able to perform each essential function satisfactorily.*

1. Oversees the day-to-day operations and activities of the department. Supervises a staff engaged in payroll, utility billing, accounts payable and receivable, and general accounting and bookkeeping functions. Assigns work, provides training, evaluates performance, and participates in the hiring process of department staff.
2. Assists in the development of department policies and procedures in accordance with Federal, State and local regulations. Analyzes current procedures and internal controls, researches and recommends changes, and responds to complaints as necessary.
3. Manages the maintenance of the general ledger. Supervises and makes journal entries, records expenses, revenues, transfers, and corrections, and reconciliations. Produces and distributes departmental accounting reports as requested.
4. Assists in the preparation and administration of the City budget. Works with other City departments in developing budget requests and revenue and expense projections. Provides guidance on accounting and reporting procedures, account discrepancies, and City fiscal policies.
5. Prepares and distributes monthly financial statements, cost allocation plans, payroll, benefits, and tax reports. Interprets accounts and financial records and advises the Finance Director of program status.
6. Participates in the year-end closing of financial records and general audit. Prepares year-end work papers, adjustments, and schedules. Works closely with auditors to ensure accuracy of financial reporting. Provides documentation and analysis as needed.
7. Serves as a financial advisor to all City departments. Consults with department heads and advises City Administration and the City Commission on financial matters as requested. Responds to inquiries and resolves accounting issues for other departments.
8. Maintains, reconciles, and assists in the preparation of the City's annual actuarial report.

9. Develops, maintains, and reconciles the fixed assets accounting system.
10. Maintains all necessary records in accordance with administrative rules, contract language, and legal requirements including State and Federal legislation and local ordinances and regulations. Prepares financial summaries as requested.
11. Provides back-up support to other department functions as operational needs demand.
12. Keeps abreast of modern developments and evolving issues in public services through continued education and professional growth. Attends conferences, workshops, and seminars as appropriate.
13. Performs other related duties as required.

**Required Knowledge, Skills, Abilities and Minimum Qualifications:**

*The requirements listed below are representative of the knowledge, skills, abilities and minimum qualifications necessary to perform the essential functions of the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the job.*

- An Associate's degree in accounting, finance, or related field. A Bachelor's degree is preferred.
- Three or more years in professional accounting or financial management including some supervisory experience, preferably in a municipal setting.
- Thorough knowledge of the methods and techniques of financial analysis, record keeping, records management, and financial reporting.
- Knowledge of generally accepted accounting principles and governmental accounting principles and practices and the ability to apply them accurately.
- Knowledge of the principles, practices and legal regulations of municipal finance, budgeting, and accounting.
- Knowledge of governmental laws and regulations and the ability to interpret and apply laws to a variety of financial transactions.
- Skill in compiling and evaluating complex information and making effective policy and service recommendations.
- Skill in the use of office equipment and technology, including computers, specialized financial systems, and other related software, and the ability to master new technologies.
- Ability to gather, analyze and review financial data, develop budgets, and prepare comprehensive and accurate reports.
- Ability to communicate effectively and present ideas and concepts orally and in writing, and make presentations in the public forum.
- Ability to establish effective working relationships and use good judgment, initiative and resourcefulness when dealing with employees, City officials, professional contacts, and the public.

- Ability to exercise a high degree of diplomacy and work effectively under stress in contentious or confrontational situations.
- Ability to critically assess situations, problem-solve, maintain attention to detail, and work within deadlines and changes in work priorities.

**Physical Demands and Work Environment:**

*The physical demands and work environment characteristics described here are representative of those an employee encounters while performing the essential functions of the 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 regularly works in an office setting with a controlled climate where they sit and work on a computer, communicate by telephone, email or in person, and move around the office to travel to other locations. The noise level in the work environment is usually quiet.

Sample