

**JOB DESCRIPTION
CITY OF SPRINGFIELD**

**HUMAN RESOURCES DEPARTMENT
EMPLOYMENT AND
COMPENSATION DIVISION**

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| Job Title | <u>Supt. Of Parks Business Operations</u> |
| Sch & Grade | <u>PAT-11</u> |
| Class Code | <u>BA17</u> |
| FLSA Status | <u>Exempt</u> |
| Bargain Unit Elig. | <u>Not Eligible</u> |
| Occupational Group | <u>Financial</u> |

PRIMARY PURPOSE:

Plans, organizes, and administers the activities of the Springfield/Greene County Park Board Business Division. This division is responsible for all business and fiscal operations of the Springfield/Greene County Park Board. Participates in policy development and supervises technical and administrative support staff.

SUPERVISION:

Works independently under general supervision of the Director of Parks. Supervises assigned technical and support staff; has advisory supervision authority through Division management over all clerical, administrative and financial staff throughout Parks.

DESCRIPTION OF WORK:

ESSENTIAL FUNCTIONS:

1. Plans, organizes and administers all financial, accounting, cost and business reporting systems and reports for the Department. Modifies these systems to be applicable to the diversified operations of the Department including enterprise funds, general governmental funds, special revenue funds, and capital improvement funds.
2. Prepares and manages the parks budget including completing expenditure, revenue, and capital outlay projections; ongoing analysis and audit for cash flow management, and determining need for and preparing budget adjustments.
3. Supervises and directs the work of technical and administrative support staff and coordinates with other parks supervisors regarding departmental support staff issues and needs.
4. Oversees the design and maintenance of information systems within the City's ERP processes and utilizes standard spreadsheet, database, word processing, desktop publishing and other software.
5. Reviews, compiles and analyzes data in preparation of a wide variety of complex financial and performance reports and statements, including those required by the Park Board, parks administration and city auditors; makes financial recommendations and presents reports as required.
6. Formulates fiscal policy issues for parks, works with the Director, Assistant Director and Board for approval, and implements new policy; participates in other non-fiscal policy-making decisions as part of the parks management team.
7. Supervises, directs and reviews preparation of departmental audits of all facilities collecting revenue, maintaining petty cash funds.
8. Maintains required files and accounting records for federal grant projects; verifies contractors' billings and payrolls; works with and supplies information to engineers and federal and/or private auditors as required.
9. Approves or designates approval for all Parks financial transactions including budget adjustments, requisitions, remittances, accounts payables, encumbrances, payroll and revenue/expenditure transfers. Provides training as necessary on proper financial processes and transactions.
10. Prepares and presents speeches and/or reports to groups including City Council, the general public, Park Board, County Commission, technical conferences, etc. as assigned or applicable.
11. Participates in the negotiation of leases and contracts.

IMPORTANT FUNCTIONS:

1. Attends seminars, conferences, workshops, and other training for professional development purposes.
2. Utilizes necessary computer applications such as word processing, database, spreadsheets, internet and e-mail.

Performs related work as required.

QUALIFICATIONS REQUIRED:

Any combination of education, training, and experience providing the following knowledge, skills, and abilities:

Knowledge

Principles, procedures, and current methods regarding business, public administration, accounting, budget, and fiscal management; financial information systems; computer software applications such as word processing, spreadsheet, and database.

Abilities

Effectively prepare and analyze complex financial statements, reports and records; utilize sound, independent judgment; plan, implement and maintain accounting practices; prepare and administer departmental budget; effectively supervise and direct the work of others; follow oral and written instructions; communicate effectively both verbally and in writing; deal effectively and courteously with associates and the general public; model and promote acceptance and respect for differences among employees and citizens; perform effectively as a member of a team in carrying out the City's and Parks' stated mission and philosophy; perform the essential functions of the job without posing a direct threat to the health and safety of others.

Experience, Education, and Training

Graduation from an accredited college or university with a Bachelor's Degree in Accounting, Finance or related field, plus four years professional experience in the field of accounting or financial management with supervisory experience. Experience in government accounting is preferred, but not required.

Physical Requirements

Performs bending and reaching to both ground level and overhead; lifts, carries, pushes and pulls up to 30 pounds; holds and grips objects; possesses ability to operate a computer keyboard.

Working Environment

Primarily indoors with heating and cooling regulated in a general office environment.

Licensing/Certification

None required.

Miscellaneous Requirements

None required.

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| Last Revision: | February 21, 2012 | GENERAL ORDINANCE NO. 5244 |
| Comments: | Updated Abilities | Date: February 11, 2003 |

I have read the foregoing job description in its entirety and understand its contents. I can perform the essential functions outlined with or without reasonable accommodation under the Americans with Disabilities Act.

Signed: _____ **Date:** _____