



CITY OF WASHINGTON, ILLINOIS
Finance & Personnel Committee Communication

Meeting Date: October 9, 2020

Prepared By: Alyssa Goodman, HR Specialist

Agenda Item: Employee Job Descriptions

Explanation: Job Descriptions are being reviewed and revised to accurately depict the responsibilities of each position. Currently there are three completed for Building and Zoning Supervisor, Finance Director, and Accountant.

Fiscal Impact: none

Action Requested: Staff is seeking feedback or suggestions from the Finance & Personnel Committee on the revisions for these three descriptions.

Attachment: None



BUILDING AND ZONING SUPERVISOR

Division: Planning and Development

Reports to: Planning and Development Director

JOB SUMMARY: This professional position performs routine and complex administrative, and technical work in the administration and enforcement of local ordinances and codes related to municipal land use and building, including the Zoning, Building, and Nuisance Codes.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Completes plan reviews
- Issues building permits
- Coordinates inspections for building, electrical, plumbing and life safety. Prepares monthly payouts for each.
- Figures construction value for new construction from RS Means Square Foot Costs manual.
- Attends commercial pre-construction meetings and provides informational packets.
- Completes footing inspections, along with fence, deck and storage shed inspections.
- Manages the sidewalk replacement program.
- Attends monthly Planning and Zoning Commission meetings and annual Building Board of Review meeting.
- Prepares monthly and yearly building reports.
- Works with the addressing coordinator to assign new addresses and prepares necessary notifications.
- Receives complaints regarding code violations via Egov, phone, email and walk-ins. Inspects said complaints for validity and takes necessary action.
- Enforces all City Council adopted building and building-related codes, including IBC, IRC, NEC, the Illinois State Plumbing Code., and the Dangerous Buildings Code.
- Regularly drives by chronic violators' properties to assess situation.
- Creates letters and/or makes phone calls on violations and follows up until abated.
- Prepares lien waivers for unpaid fines.
- Prepares reports on code violations and maintains records.
- Other duties and/or responsibilities as assigned.

SECONDARY DUTIES

- Composes, types, and edits a variety of correspondence, reports, memoranda, and other materials requiring judgment as to content, accuracy and completeness.
- Obtains contract with company for annual fire alarm testing and monitoring.
- Keeps inventory and orders new office and operational supplies.
- Maintain refreshment stock for the break room.
- Monitors and changes filters for furnace, refrigerator and coffee maker.
- Provides maintenance on postage machine and copy machine.
- Oversee outsourced cleaning company, mat and towel company, pest control and landscaper.
- Completes daily banking.
- Performs other related duties as required.

REQUIRED JOB SKILLS & COMPETENCIES

- Thorough knowledge of Zoning Code and International Building Construction codes.
- Skilled in organizing and prioritizing own work activity and in efficiently accomplishing assigned tasks and projects.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with employees, supervisors, other departments, public officials and the general public

SPECIAL REQUIREMENTS

- A valid Illinois State motor vehicle operator's license.
- Ability to be a certified One- and Two-Family Dwelling Inspector and a Plan Examiner.

REQUIRED EDUCATION & EXPERIENCE

- Graduate of a standard senior high school or GED, with specialized course work in general office practices, and office

procedures

- Two (2) years of responsible related experience, or any equivalent combination of related education, training and experience.

TOOLS AND EQUIPMENT USED

- Personal computer, including word processing and spreadsheet software; phone; fax; and copy machines.
- Ladder; scaffolding; tape measurer.

PHYSICAL DEMANDS

- The physical demands described here 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 frequently required to sit and talk or hear. The employee is occasionally required to walk; use hands to finger, handle, or operate objects, tools, or controls; and reach with hands and arms.
- The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

WORK ENVIRONMENT

- The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- The noise level in the work environment is moderately quiet.

I, _____, have received a copy of this Job Description and have read it thoroughly. I understand all that is required of me and acknowledge that I have no limitations or medical condition that would prevent me from fulfilling my job responsibilities. I understand that this is to be used as a guide and that I will be responsible for performing other duties as assigned. I further understand that this job description does not constitute an employment contract with The City of Washington.

Name

Date Signed



FINANCE DIRECTOR

Division: Finance

Reports to: City Administrator

JOB SUMMARY: Appointed by and under the supervision, direction and management of the City Administrator, this position manages the general accounting, collections and disbursements, payroll, purchasing, utility billing, and other specialized financial and related fiscal operations of the City, utilizing strategic and operational goals aimed at sustainability and long-term growth. The Finance Director is responsible for the supervision and coordination of the Finance Department personnel. This position assists the City Administrator with the Annual Budget, Capital Improvement Plan, and Tax Levy and is responsible for preparation of the annual audit.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Responsible for general accounting, payroll, accounts payable and receivable, along with other similar functions.
- Responsible for daily cash collections and bank deposits.
- Issues purchase orders in accordance with established purchasing policies.
- Responsible for utility billing and collection.
- Establishes and implements internal control procedures with the City Treasurer.
- Preparation of financial, payroll, compliance, regulatory and grant reporting
- Assists in preparation of the Annual Budget, Capital Improvement Plan, and Tax Levy.
- Provides all necessary and required financial information in connection with the City's annual audit.
- Responsible for the maintenance of enterprise resource system, including training, enhancements and liaison for support issues.
- Provides supervision and oversight of Finance Department personnel.
- Provides staff support to City Council, Finance & Personnel Committee, Police Pension Board and Health Insurance Committee.
- Other duties and/or responsibilities as assigned.

SECONDARY DUTIES

- Liaison for information technology and communication systems.
- Responsible for administration of asset management program.
- Under direction of City Treasurer, implements investment decisions as needed.
- Composes, types, and edits a variety of correspondence, reports, memoranda, and other materials requiring judgement as to content, accuracy, and completeness.
- Performs other related duties as required.

REQUIRED JOB SKILLS & COMPETENCIES

- Thorough knowledge of the principles, methods and practices of municipal finance and governmental accounting.
- Ability to plan, prioritize, direct, and supervise a variety of complex financial activities.
- Impeccable mathematical skills
- Proficient in Microsoft Word and Excel, including the preparation of complex spreadsheets, tables and graphs.
- Ability to maintain effective work relationships with employees, City Officials and the general public.
- Skilled in oral and written communication.
- Possesses strong leadership skills and business acumen.
- Possesses strong organizational and analytical skills along with the ability to apply these skills to a variety of situations within a municipal structure.

SPECIAL REQUIREMENTS

- A valid Illinois State motor vehicle operator's license.

REQUIRED EDUCATION & EXPERIENCE

- Bachelor's Degree in Accounting or Finance.
- Certified Public Accountant (CPA) preferred but not required.
- Five or more years of progressively responsible related work experience or any equivalent combination of experience, training and education.

- Two or more years of experience with governmental/fund accounting.

TOOLS AND EQUIPMENT USED

- Personal computer, including word processing and spreadsheet software; phone; fax; and copy machines

PHYSICAL DEMANDS

- The physical demands described here 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 frequently required to sit and talk or hear. The employee is occasionally required to walk; use hands to finger, handle, or operate objects, tools, or controls; and reach with hands and arms.
- The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

WORK ENVIRONMENT

- The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- The noise level in the work environment is usually quiet.

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ACCOUNTANT

Division: Finance

Reports to: Finance Director

JOB SUMMARY: This position is responsible for accounting, billing and collection, purchasing and disbursements, bank account reconciliation, payroll reporting, cash receipting, and assisting with the annual audit preparation. The Account is responsible for assisting the Finance Director in preparation of financial reports, maintenance of records, and performance of special projects.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Responsible for preparing all monthly journal entries and reconciliation of the General Ledger and all bank accounts.
- Posts transactions and maintains all documentation on deposits and transfers related to bank accounts. Maintains daily cash balances in all accounts.
- Reviews Accounts Payables to ensure proper account coding, mathematical accuracy, approvals, and agreement to supporting documentation. Completes related transfers to cash account to reflect disbursements.
- Processes invoices and maintains all Accounts Payable documentation files.
- Reviews purchase orders/requisitions for proper account coding, mathematical accuracy, and proper approval in accordance with established purchasing policies.
- Prepares Accounts Receivable invoices and processes/maintains all payment activity, account records, and collection activity.
- Assists the Finance Director in preparing financial reports including monthly finance reports, hotel/motel tax returns, uncollectible accounts report, unclaimed property report, and various annual reports as required.
- Responsible for preparing quarterly and annual payroll reports, including 941, IL-941, State Withholding and unemployment, as well as 1099-Misc. Prepares annual reports for Police Pension Fund (1099-R and 945).
- Assists the Finance Director with preparing for the City's annual fiscal year end audit.
- Prepares monthly reports for the Washington Pension Fund. Maintains records and bank account activity.
- Other duties and/or responsibilities as assigned.

SECONDARY DUTIES

- Composes, types, and edits a variety of correspondence, reports, memoranda, and other materials requiring judgment as to content, accuracy and completeness.
- Reviews all health insurance billings to reflect proper employee enrollment and billing. Disburses payments and maintains invoicing.
- Performs other related duties as required.

REQUIRED JOB SKILLS & COMPETENCIES

- Thorough knowledge of the principles, methods and practices of municipal finance and governmental accounting.
- Ability to perform mathematical computations accurately and quickly while working under pressure of deadlines and/or with frequent interruptions.
- Proficient in Microsoft Word and Excel, including the preparation of complex spreadsheets, tables and graphs.
- Ability to maintain effective work relationships with employees, City Officials and the general public.
- Skilled in oral and written communication.
- Possesses strong organizational and analytical skills along with the ability to apply these skills to a variety of situations within a municipal structure.

SPECIAL REQUIREMENTS

- A valid Illinois State motor vehicle operator's license.

REQUIRED EDUCATION & EXPERIENCE

- Graduation from an accredited two-year post high school accounting program and/or equivalent combination of experience, training, and education.
- Accounting Associate's Degree

TOOLS AND EQUIPMENT USED

- Personal computer, including word processing and spreadsheet software; phone; fax; and copy machines

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