



## MEMO

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**TO:** Human Resources Committee  
Municipal Services Committee

**FROM:** Paula Vandehey, Director of Public Works *PAV*

**DATE:** June 1, 2018

**SUBJECT:** Request to Over Hire – DPW Managerial Accounting Coordinator.

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The current DPW Managerial Accounting Coordinator will be retiring on September 6, 2018. The position is critical in the Department of Public Work's table of organization. The incumbent has 25+ years of experience of which the last eight have been spent in the current position.

The position responsibilities include financial reporting, internal accounting, management information, inventory and purchasing systems and billing functions for the Department of Public Works. The work involves preparation of the departmental budget, developing and implementing administrative controls and preparing cost of service analyses. Additional job functions include monitoring and approving invoices, purchase orders, contractor payments and authorizations.

In order for a successful transition of the position's successor, I feel the City would benefit from having the incumbent transfer her significant knowledge over a one month over hire period. The financial impact for this proposal is approximately \$7,000. The proposed funding to cover this cost will be to utilize vacant salary dollars. Therefore, no budget adjustment is being requested.