



Date: January 7, 2026

To: Chair Hartzheim, HR Committee; Appleton Common Council

From: Ron McDonald, Valley Transit General Manager

Re: Valley Transit Administrative Support Specialist

Valley Transit requests creation of a full-time, benefit eligible, position titled Administrative Support Specialist. This role is expected to fortify the finance division of Valley Transit.

Valley Transit, a department of the City of Appleton, is the regional transit system providing services throughout the Fox Cities. The City of Appleton-Valley Transit is the designated grant recipient for the Federal Transit Administration and Wisconsin Department of Transportation.

Nine (9) municipalities in the Fox Cities, along with Calumet, Outagamie, and Winnebago County, contribute financially for transit service. With that, Valley Transit seeks grant reimbursements to minimize local tax requirements from each municipality.

Receipt of federal and state grants require significant oversight and reporting. Certification and assurance of regulatory compliance is submitted annually to the federal government. Independent Financial Audits are completed annually and forwarded to the FTA and WisDOT to ensure financial compliance. The Federal Transit Administration conducts a compliance audit every 3 years while WisDOT conducts a review every 5 years.

The proposed Administrative Support Specialist will complete fiscally required daily tasks, allowing the Enterprise Account Manager the ability to maintain fiscal compliance. This proposed position also protects the City of Appleton – Valley Transit by having additional knowledge of complex fiscal requirements, allowing for back-up in absence of the Enterprise Account Manager.

Funding for this position is available in the current Valley Transit budget. The annual salary range is \$45,514 - \$63,719.

I'll be happy to provide additional information or answer any questions.