



## CITY ADMINISTRATOR

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**To:** Human Resources Committee  
**From:** Kevin Lahner, City Administrator  
**Copy:** Shawn Reilly, Mayor  
Donna Whalen, Human Resources Manager

### **Re: Assistant Finance Director Position**

Unfortunately, I will be unable to attend tonight's Human Resources Committee meeting due to an unexpected family issue. Please consider this letter as a statement of support for reclassifying the position of Accountant II to Assistant Finance Director.

Upon the resignation of any personnel holding an authorized position, the typical process would be to post the open position internally and externally, with the Department Head making a hiring decision after an application and interview process. This would be the standard practice that is followed for nearly all open positions, and one we would have followed in response to the recently vacated Accountant II position in the Finance Department.

As you are aware, we recently accepted the resignation of Vicki Krueger, who held the Accountant II position. In this particular case, I felt it was appropriate to discuss the needs of the Finance Department in more detail and evaluate the current position responsibilities to ensure that the City was equipped with the skills and abilities needed to accomplish our long term financial goals. After extensive discussions with Finance Director Rich Abbott, we determined that the City's long term goals would be best served by reclassifying the current Accountant II position to an Assistant Finance Director. We believe that the department needs an individual who will be able to provide greater leadership, training, and managerial skills than was previously called for in the Accountant II position.

As you may recall, one of the attributes that I discussed at length with the hiring committee, Mayor Reilly and Common Council, was experience with and interest in performance based budgeting and financial transparency initiatives. As a result, the finance staff will be required to produce higher level financial reporting, analysis and performance based financial reports in the near future. I believe that reclassifying this position to attract the right candidate will put the department in a better position to meet the Common Council's expectations to move in this direction. One of my common sayings is that we need "the right person in the right seat on the bus." I believe that reclassifying this position will help us attract the "the right person" for the open seat on the City of Waukesha's bus.

Thank you for your consideration of this request.

KML

