



program interview-**finance department**

Thank you for taking the time to review this form. Our goal is to learn more about your Department so that we may effectively design a space that meets your organization's needs now and into the future.

Department Summary:

Please briefly summarize the function of your Department, including all sub-departments.

The Finance Department consists of six functional divisions: Accounting; Treasury; Collections; Information Technology; Budget & Management; and Purchasing. An additional function, Human Resources can be integrated with the Department as well. Employees' assigned divisions are identified in the chart below.

Personnel Requirements: Please complete the following matrix.

PERSONNEL	CURRENT COUNT	Projected 2 years from now	NOTES:	Office or Workstation	Office Meetings # People	Office Meetings # Participants
Director of Finance	1	1		Office	3-7	3-5/day
Town Accountant	1	1	Accounting	Office	1-3	2-3/day
Accounting Clerks	2	2	Accounting	Workstation	N/A	N/A
Deputy Director	1	1	Treasury & Collections	Office	3-5	3-5/day
Assistant Director	1	1	Collections	Office	3-5	2-3/day
Tax Clerks	3	4	Collections	Workstation	N/A	N/A
Assistant Treasurer	1	1	Treasury	Office	3-5	1/day
Payroll Coordinator	1	1	Treasury	Workstation	N/A	N/A
IT Director	1	1	Information Technology	Office	1-3	1-2/day
Assistant IT Director	1	2	Information Technology	Office	N/A	N/A
IT Help Desk Tech	0	2	Information Technology	Workstation	N/A	N/A
HR Director	0	1	Human Resources	Office	3-5	2-3/day
Admin Assistant	0	1	Human Resources	Workstation	N/A	N/A
Financial Analyst	1	1	Budget & Mgmt	Office	1-3	3-5/day
Purchasing Director	0	1	Purchasing	Office	1-3	1-2/day
Total Headcount	14	21				



Adjacency Requirements within the organization

Please identify other Departments to which you desire adjacency.

- The Collectors office generates a high volume of customer foot traffic and needs to be located near the main entrance to the building. The office should be secure from outside entry.
- The department's other divisions should be located adjacent to the Collectors office. Divisions can be collocated or divided, but should have limited public access.
- The Finance Department should be located near the Board of Assessors office.
- The Budget & Management office should be located adjacent to the Town Administrator's office.

Adjacency Requirements within your department

Please identify any intra-department adjacencies that are more important to maintain.

- Treasury should be located adjacent to Collections.
- The Treasury office should be located adjacent to or collocated with the Human Resources Department.

Conference Space Requirements

A variety of meeting spaces, both formal and informal, will be provided in the new facility, and processes for reserving conference space will be implemented. Examples of shared spaces include:

- * Formal conference rooms for internal and committee meetings in a variety of sizes (closed rooms with traditional table/chair configuration)
- * Huddle rooms (closed rooms with tables and/or lounge furniture for smaller, more informal meetings)
- * Informal gathering areas for internal and public meetings (open spaces with flexible furniture to accommodate a variety of meeting types including training, brainstorming and more formal meetings)

Beyond the shared meeting spaces, does your Department have a need for any dedicated conference space, either formal or informal? If so, please describe those requirements including the maximum number of personnel to be accommodated.

- Formal conference room for internal meetings, committee meetings, tax bill mailing preparation, budget preparation.
- Informal conference room for employee trainings
- Private meeting room for the Collectors office to meet with taxpayers.
- Private meeting room for the Human Resources office to meet with employees.
- Presentation room for Budget & Management's Performance Management program with fixed seating (approximately 30x50 feet). See attachment.
- Dedicated area for committee material dropoff/pickup near entrance to department (5x5)
- Open area for informal group work / break-out area (10x10)
- Customer waiting area near department entry (10x10)



Storage + File Requirements

The new facility will accommodate lateral file cabinets for each department and general storage rooms throughout the facility.

Beyond these spaces, please identify any department-specific file and/or storage needs not addressed in “Equipment Requirements” or “Support Facilities” below.

- Finance Department:
 - Supply room for office equipment, printer equipment: 10x10
 - Coat closet
- Central Purchasing: Supply room for office supplies inventory: 20x20
- Collectors office: Safe, 5x10*
- Treasury: Safe, 15x10*
- Information Technology: Supply room 3,000 square feet (see attachment), and area to receive new equipment and repair current equipment.
- Vertical 4-drawer filing cabinets
 - Accounting: 10
 - Treasury: 6
 - Collections: 10 (4 with Deputy Director, 6 for Collectors office)
 - Budget & Management: 4
 - Central Purchasing: 4

* If Treasury and Collections are in a combined area a single safe with secured file storage will suffice.

PRELIMINARY Space utilization for discussion PURPOSE only



Equipment Requirements

The new facility will accommodate shared copy/print/mail/equipment stations.

Beyond these spaces, please identify any department-specific equipment you require (i.e. plotters). Please do not include equipment in workstations or offices, or any equipment noted in “Support Facilities” below.

Department:

- High-volume copier/scanner/printer machines (2)
- Fax machine

Collectors office:

- Customer window, 25 feet. 3 regular workstations at window and one at a lower height for handicap access
- Cash registers (4)
- High-volume copier/scanner/printer
- Customer workstations aside Collections office

Treasury:

- Customer window, 10 feet
- High-volume copier/scanner/printer, if separated from accounting

Central Purchasing

- Postage machine

Information Technology

- Computer labs (2) with capacity for 20 computer workstations, a printer, and telephone

PRELIMINARY Space utilization for discussion PURPOSE only



Support Facilities

Please list any dedicated Support Facilities your Department requires. These are space types specific to your department that would not be shared by other Departments.

Space Type

1. Data Center (xx sf): Needs sufficient space for Town and School computer equipment in secure area accessible by scan card or fingerprint system.
2. Department Library (100sf)
3. Drive-through window for Collectors (External): Space internally for workstation at window
4. Roped line for customers at Collectors office (20x6, 120sf): External to office
5. Training area in Finance Department: Space for 5 workstations to train users on software and accounts payable programs.

Shared spaces/rooms:

Additional Comments:

Please comment on your likes/dislikes of your existing space and discuss your thoughts regarding design for the new facility.

Deputy Director, Assistant Director of Finance, and Town Accountant need enclosed offices. Financial Analyst's office should be located in Finance Department. Current space is inadequate for meetings, work areas are overcrowded, and lacks appropriate configuration for efficient filing system.

The Technology Department is too small without room for further growth. See attached documentation.

SUBMITTED BY: _____ DATE: _____

Department Head Name:

Reviewed with: