

CITY OF MADISON POSITION DESCRIPTION

1. Name of Employee (or "vacant"): **Lisa Veldran**
Work Phone: **608-266-4074**
 2. Class Title (i.e. payroll title): **Legislative Management Systems Specialist**
 3. Working Title (if any): **Legislative Management System Specialist**
 4. Name & Class of First-Line Supervisor: **Kwasi Obeng, Common Council Chief of Staff**
Work Phone: **245-5793**
 5. Department, Division & Section: **Common Council**
 6. Work Address: **210 Martin Luther King, Jr. Boulevard, Room 417**
 7. Hours/Week: **38.75**
Start time: **7:30 am** End time: **4:00 pm**
 8. Date of hire in this position: **XXXX**
 9. From approximately what date has employee performed the work currently assigned: **2005**
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10. Position Summary:
This is a responsible paraprofessional staff support relative to the development and implementation of Common Council legislative and administrative programs and functions. Work is characterized by the responsibility for a wide variety of legislative and administrative services such as the management of the city's legislative database, development and implementation of budgetary documentation and fiscal controls, personnel/payroll and purchasing. This work is performed with a high degree of independence and discretion. Under the general supervision of the Common Council Chief of Staff, work is normally assigned in terms of program objectives and directives.
11. Functions and Worker Activities: (Do NOT include duties done on an "Out-of-Class" basis.)
55% A. Develop and implement Common Council legislative and administrative programs and functions in the following areas:
 1. **Serve as the primary contact for legislative management system assistance in the city.**
 2. **Decipher, investigate and answer questions from staff throughout city government regarding legislative management issues.**
 3. **Respond to user phone calls regarding software, provide one-on-one support to determine and correct problems, contact city Information Technology for additional technical assistance as necessary.**
 4. **Work with Chief of Staff to make requests for legislative management system design changes and enhancements.**
 5. **Act as primary contact between city Information Technology and Legistar technical support.**
 6. **Verify updates and work with city Information Technology and Document Services when problems occur.**
 7. **Provide group and one-on-one trainings on legislative process in Legistar for new staff and staff who request assistance, including developing training plans and materials.**
 8. **Develop and draft the Common Council agendas and other Common Council committee, subcommittee and work group meeting agendas. Develop and draft council committee, subcommittee, and work group meeting minutes.**

9. Develop the annual Common Council meeting schedule for Chief of Staff for review.
10. Attend Common Council meetings, as needed, and assist alders, city staff and the public.
11. Coordinate meeting logistics for alder neighborhood meetings: location, printing notice, label record generation for mailing service.
12. Keep and maintain records in the office and fulfill open record requests when requested. Work with City IT staff to provide email records and conduct initial review of generated emails.
13. Develop and implement budgetary documentation/fiscal controls involving purchasing, personnel and payroll. Provide budget information and annually assist in development of the Common Council budget with Common Council Chief of Staff.
 - a. Submit invoices for payment
 - b. Submit alder requests for reimbursement
 - c. Reconcile purchasing cards
 - d. Review and approve council staff and alder time entry input.
14. Coordinate purchasing activities, assist in the preparation of specifications, process and oversee the processing of purchasing documentation.
15. Coordinate neighborhood meetings: coordinate schedules, reserve facilities, create notices, print notices and mail notices (manual or using mailing service).
16. Invoice costs generated from neighborhood meetings on behalf of a private party (e.g. developer)
17. Serve as EAP Facilitator and Combined Campaign Coordinator.

- 20% B. Oversee training requests and maintain training records for Council staff and alders. Assign, prioritize and monitor office workflow. Highlight upcoming conferences for alders; registration, book airfare, hotels. Hire, discipline, approve training and assess performance of staff person. Provide training (formal and informal) to Legistar users.
1. Provide twice a year training on legislative process and Legistar with City Attorney for all city employees
 2. Meet with city employees to provide follow-up with one-on-one or group training on Legistar.
- 15% C. Maintain and update the Common Council web page. Assist individual alders with webpage updates and blog posts. Work with IT staff in redesign or adding features to website (e.g. POLCO).
- 5% D. Receive and respond to requests for information from citizens, city staff, other governmental entities and the media regarding Common Council initiatives and legislative activity. Provide requested information or refer to source for information.
- 5% E. Develop, prepare and present newly elected official orientation sessions with Common Council Chief of Staff. Assist in ongoing training and development opportunities for alders. Compile, organize and produce publications for alders: Government Resource Guide, Common Council Policy Guide and Common Council Web Policy Guidelines.

12. Primary knowledge, skills and abilities required:
 Thorough working knowledge of the functions and interactions of city, county, state and federal government agencies. Knowledge of municipal government administration principles and procedures, budgetary methods, office management practices and procedures. Ability to conduct research and summarize results. Ability to prepare reports summarizing information. Ability to develop and monitor office budget. Ability to develop and maintain effective record keeping systems. Knowledge of various city software and databases. Ability to exercise judgment and discretion in working with sensitive constituency and Common Council issues. Ability to coordinate variety of diverse activities. Ability to analyze problems and recommend logical and practical solutions. Ability to establish and maintain effective working relationships with alders, city staff and the public. Ability to work with legislative management system database.

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13. Special tools and equipment required:
Use of Computer, MFD Printer
Knowledge of software/database applications: Microsoft 2016; Outlook, Word, Excel, PowerPoint and Publisher, Legistar, MUNIS, Discovery Accelerator, Contribute, GEO Property Database, and ArcMap (GIS)
14. Required licenses and/or registration:
Current Wisconsin driver's license required.
Possession of (or ability to obtain) Wisconsin State Notary Certification
15. Physical requirements: **Ability to lift 40 pounds**
16. Supervision received (level and type): **Common Council Chief of Staff**
17. Leadership Responsibilities:
- This position: is responsible for supervisory activities (Supervisory Analysis Form attached).
 has no leadership responsibility.
 provides general leadership (please provide detail under Function Statement).
18. Employee Acknowledgment:
- I prepared this form and believe that it accurately describes my position.
 I have been provided with this description of my assignment by my supervisor.
 Other comments (see attached).

EMPLOYEE March 19, 2018
DATE

19. Supervisor Statement:
- I have prepared this form and believe that it accurately describes this position.
 I have reviewed this form, as prepared by the employee, and believe that it accurately describes this position.
 I have reviewed this form, as prepared by the employee, and find that it differs from my assessment of the position. I have discussed these concerns with the employee and provided them with my written comments (which are attached).
 I do not believe that the document should be used as the official description of this position (i.e., for purposes of official decisions).
 Other comments (see attached).

SUPERVISOR _____
DATE

Note: Instructions and additional forms are available from the Human Resources Dept., Room 501, City-County Bldg. or by calling 266-4615.



Legislative Management System Specialist

Class Code:
J120

Bargaining Unit: 6000 Admin

MADISON, CITY OF (WI)
Established Date: Feb 4, 2020
Revision Date: Feb 11, 2020

SALARY RANGE

\$28.52 - \$32.20 Hourly
\$2,210.52 - \$2,495.59 Biweekly
\$4,789.46 - \$5,407.11 Monthly
\$57,473.52 - \$64,885.34 Annually

GENERAL DESCRIPTION:

This is responsible paraprofessional staff support work relative to the development and implementation of Common Council legislative and administrative programs and functions. Work is characterized by the responsibility for a wide variety of legislative and administrative services such as the management of the City's legislative database, development and implementation of budgetary documentation and fiscal controls, personnel/payroll, and purchasing. This work is performed with a high degree of independence and discretion. Under the general supervision of the Common Council Chief of Staff, work is normally assigned in terms of program objectives and directives.

EXAMPLES OF DUTIES AND RESPONSIBILITIES:

Serve as primary contact for Legistar technical assistance and security in the City. Decipher, investigate, and answer questions from staff regarding the Legistar software for legislative management. Provide group and one-on-one training in legislative process and in Legistar, including developing training plans and materials.

Serve as the primary contact between the City and Legistar technical support. Work with the Common Council Chief of Staff to make requests for legislative management system design changes and enhancements.

Develop and draft the Common Council agenda and other Common Council committee, subcommittee, and work group meeting agendas and minutes. Develop the annual Common Council meeting schedule for Chief of Staff review.

Coordinate meeting logistics for alder neighborhood meetings. Coordinate neighborhood meetings, and invoice related costs.

Keep and maintain records in the office and fulfill open record requests as appropriate. Respond to inquiries from local government officials, City staff, the media and the general public.

Develop and implement budgetary documentation involving purchasing, personnel, and payroll. Provide budget information and annually assist in development of the Common Council budget with the Chief of Staff. Coordinate purchasing activities and oversee the processing of purchasing documentation.

Oversee training requests and maintain training records for Council staff and alders. Highlight upcoming conferences for alders, and make appropriate travel arrangements.

Maintain and update the Common Council website. Assist alders with website updates and blog posts.

Develop, prepare, and present newly elected official orientation with the Chief of Staff.

Perform related work as required.

MINIMUM QUALIFICATIONS:

Training and Experience:

Generally, positions in this classification will require:

Four years of varied administrative and/or office management experience (e.g., budgeting, personnel, purchasing), including experience with legislative software and systems. Possession of a four year degree from an accredited college or university may be substituted for three years of experience. Other combinations of training and/or experience which can be demonstrated to result in the possession of the knowledge, skills, and abilities necessary to perform the duties of this position will also be considered.

Specific training and experience requirements will be established at the time of recruitment.

Knowledge, Skills and Abilities:

Thorough knowledge of office practices and procedures. Thorough knowledge of and ability to use computer software applicable to the duties of the position. Working knowledge of business administration principles and procedures. Working knowledge of budgetary methods, forms and controls. Knowledge of municipal legislative processes. Ability to prepare finished letters, memorandums and reports from rough draft, outline or original composition. Ability to use a wide variety of office equipment, including phone, fax, copier, and computer. Ability to use computer applications such as a word processor, database, spreadsheet, email, and other related applications. Ability to independently develop new programs and office procedures and to learn technical and administrative program requirements and procedures. Ability to collect, analyze and summarize data. Ability to prepare a wide variety of statistical and narrative reports summarizing a variety of information. Ability to develop and maintain effective recordkeeping systems. Ability to independently implement a comprehensive administrative program or function. Ability to assist in the resolution of operational problems. Ability to exercise judgment and discretion. Ability to make decisions within policy constraints and to interpret complex departmental, City policies to the general public, the business community, or other special interest groups. Ability to monitor and budget resources. Ability to establish and maintain effective working relationships with employees, managers and the public. Ability to work effectively with multi-cultural populations. Ability to communicate effectively both orally and in writing. Ability to maintain adequate attendance.

SPECIAL REQUIREMENTS:

Physical Requirements:

Work in this position is primarily sedentary, requiring the ability to sit/stand at a desk, work on a computer, and use a monitor for extended periods of time.

APPROVAL:

Created and approved February, 2020.

COMPENSATION GROUP/RANGE:

20/16