

CITY OF MADISON POSITION DESCRIPTION

1. Name of Employee (or "vacant"):
Emily Hardiman
Work Phone: 267-8676
2. Class Title (i.e. payroll title):
Information Clerk
3. Working Title (if any):
4. Name & Class of First-Line Supervisor:
Sandra Jaeger, Administrative Assistant to Chief Noble Wray
Work Phone: 266-4664
5. Department, Division & Section:
Police Department, 71, Executive
6. Work Address:
211 South Carroll Street
7. Hours/Week: 38.75
Start time: 7:45 p.m. End time: 4:15 p.m.
8. Date of hire in this position:
August, 1997
9. From approximately what date has employee performed the work currently assigned:
2007

10. Position Summary:

This is a responsible paraprofessional staff support work relative to the development and implementation of divisional and/or departmental administrative programs and functions. Work is characterized by responsibility for a wide variety of administrative services. The work is performed with a high degree of independence and discretion under the general supervision of a department or division head, work is normally assigned in terms of program objectives and directives; and employees are responsible for establishing the necessary administrative procedures, methods, and controls. The position responds to difficult in-person and telephone inquiries necessitating judgment and discretion.

11. Functions and Worker Activities: (Do NOT include duties done on an "Out-of-Class" basis.)

30% A. Special Duty Coordinator

1. Explain detailed information to business requesting service. Send application, draft contract, follow-up on paperwork to insure all procedures have been done and routed properly.

2. Determine number of officers to work event at times with the traffic Sergeant, schedule and follow up to insure event has sufficient coverage.
3. Process payroll slips into telestaff, collate and work with payroll to insure slips have been received and that the special duty account balances.
4. Generate invoices to business. Collect money prior to event or follow up in case of non-payment, maintain files. First hand contact with any disciplinary issues with a memo sent to the Officer and Captain.
5. Attend Street Use meeting and offer suggestions and feedback for special duty assignments.

30% B. Administrative Support

1. Administrative Support to the Support Team, Operation's Team and Management Team by sending out agenda's, meeting minutes, type and distribute.
2. Draft letters, type correspondences, and work on various projects for both A/Chief's.
3. Coordinate logistics and schedule items on calendar for both of the A/Chief's.
4. Work on various projects and offer administrative support to both of the A/Chief's.
5. Acting Administrative Assistant when Chief's Admin. Asst. is absent. Schedule appointments for the Chief, process mail, answer the Chief's main line, draft and send out memo's or correspondence letters, and offer assistance to anything the Chief would request or need completed that day.

20% C. Office Support Clerk

1. Direct citizens in person being the initial point of contact in the Chief's Office and answer all incoming phone calls for the Chief's Office.
2. Sort US mail and inter-d.
3. Order and maintain office supplies.
4. Various projects for Budget and Finance, Operation's and Support Captain, Training, and the Public Information Officer.
5. Clerical tasks including filing, xeroxing, typing, etc.

10% D. Administrative Support to the Public Safety Review Committee

1. Arrange Committee meeting.
2. Prepare agenda using legistar.
3. Meeting minutes using legistar.
4. Prepare and distribute notices for PSRC.
5. Assist with any other assigned tasks.

10% E. Miscellaneous Duties

1. Maintain ordinance provisions.
2. Data entry for all nextel phones assigned; copy, distribute, collect and maintain money owed.
3. Sort, copy, and file commendations.
4. Data entry on payroll adjustment forms.
5. Collate forms for citizens

12. Primary knowledge, skills and abilities required:

Administrative experience. Working knowledge of office practices and procedures. Working knowledge of relevant office terminology and equipment. Working knowledge of related City services. Ability to develop and maintain effective record keeping systems. Ability to assist in the resolution of operational problems. Ability to independently implement a comprehensive administrative program or function. Ability to communicate effectively both orally and in writing. Ability to develop and maintain effective record keeping functions.

13. Special tools and equipment required:

14. Required licenses and/or registration:

15. Physical requirements:

16. Supervision received (level and type):

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).

Emily Hardiman
EMPLOYEE

10/1/09
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).

John T. Darrington A/Chief
SUPERVISOR

10/1/2009
DATE

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