

MAYOR'S OFFICE ADMINISTRATIVE COORDINATOR

CLASS DESCRIPTION

General Responsibilities:

This is responsible professional work managing, coordinating, and ensuring efficient operation of the City of Madison's many boards, commissions and committees; developing and managing grants and contracts with community-based and private organizations that receive direct funding through the City of Madison Mayor's Office; and overseeing the City of Madison Sister City Program. The work includes development of related policies, procedures, and strategies to ensure success of the various programs. Reporting directly to the Mayor, the incumbent has the authority to independently manage, coordinate and perform all duties related to the Mayor's committee appointments process, and serves as supervisor to the Mayoral Office Clerks.

Examples of Duties and Responsibilities:

Develop strategies for recruitment of the City's various boards, committees, and commissions with focus on increasing the diversity of committee membership to better represent the City's population. Brief the Mayor and Deputy Mayors on vacancies, candidate information, demographics, etc to ensure appropriate placements. Ensure appointments are made in compliance with state statute, city ordinance, resolution, etc.

Collaborate with agencies to create new committees, providing recommendations and technical assistance. Coordinate training for committee staff and all committee members in collaboration with the City Attorney's Office.

Develop and maintain relationships with various appointing authorities such as, State, County, UW, etc.

Develop and manage contracts and loan agreements with funded entities, in accordance with pre-established guidelines and adherence to relevant regulatory and financial frameworks. Manage grants, overseeing contracts for a diverse array of projects and services with both nonprofit agencies and private developers.

Maintain regular communication with funded entities, providing technical assistance and problem solving support, as needed, in order to enhance project, program or agency effectiveness. Maintain project and/or program records and manage disbursement of funds. Monitor contracts for program and financial compliance. Evaluate performance outcomes. Prepare and submit summaries or reports required by funders.

Manage and administer Madison's Sister City program. Serve as the liaison to the City's Sister City Committee. Manage the Sister City budget. Host and coordinate visiting delegations from Madison's various sister cities across the globe. Cultivate and maintain relationships and coordinate cultural exchanges; representing the Mayor's Office at cultural events.

Supervise Mayoral Office Clerks, including scheduling work, approving leave, managing performance, etc.

Manage Mayor's office payroll and approve leave for CG21 employees. Review and approve expense claims for CG21 employees.

Perform related work as required.

QUALIFICATIONS

Training and Experience:

Generally, positions in this classification will require:

One year of experience in overseeing large administrative programs. Such experience would normally be gained after graduation from an accredited college or university with a Bachelor's Degree in political science, community organizing, business or public administration, or a related field. 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:

Working knowledge of loan and grant program principles and processes, including grant writing, contract administration and related laws and regulations. Working knowledge of business administration, including financial management, general accounting, and program and business planning. Working knowledge of the principles and practices of accounting and public finance. Working knowledge of community and social resources. Working knowledge of and ability to use computer software applicable to the duties of the position. Knowledge of Madison General Ordinances, resolutions, administrative procedure memoranda and other legislation as it pertains to boards, commissions and committees procedures and the mayoral appointment process. Knowledge of Common Council procedures and deadlines. Knowledge of Affirmative Action, EEOC and Fair Labor Standards Act. Knowledge of the full range of supervisory principles and practices, including labor relations and human resource management. Ability to serve as a system administrator for the Legistar system. Ability to make decisions within policy constraints and to interpret complex city and departmental policies and explain to the general public, external organizations and committee members and staff, as necessary. Ability to plan, prioritize, organize and coordinate multiple tasks and maintain excellent attention to detail. Ability to research, analyze and present information of a diversified nature. Ability to gather, organize, review, summarize and report information clearly and concisely. Ability to exercise considerable independent judgment. Ability to maintain a high-level of professionalism and discretion in the performance and coordination of work and special activities relating to the Mayor's office and its activities. Ability to

prepare and review financial feasibility studies and pro-formas. Ability to perform related analyses. Ability to collect and analyze related data and to compile and present reports and recommendations. Ability to manage and monitor capital and operating budgets. Ability to evaluate the effectiveness of grant-funded programs. Ability to interpret related regulations and ordinances. Ability to develop consensus and negotiate within pre-established parameters. Ability to learn reconciliation processes for various IT systems. Ability to supervise and motivate people and deal with diverse commissions, committees and councils. Ability to apply critical thinking and problem solving techniques to a wide array of issues. Ability to follow written and/or oral instructions. Ability to develop and maintain effective working relationships with a wide variety of individuals and organizations in both the public and private sector. Ability to lead or supervise administrative and professional staff. Ability to communicate effectively both orally and in writing. Ability to work effectively with multi-cultural communities. Ability to maintain adequate attendance.

Special Requirements:

Ability to meet the transportation requirements of the position.

Physical Requirements:

Employees in this classification may be expected to visit various businesses/residences in order to conduct audits relative to grant expenditures. Otherwise, work is performed in a traditional office setting using standard office equipment, such as a computer, telephone, and copier/fax machine. The incumbent may be expected to attend meetings outside the normal work schedule, including evenings and weekends.

Department/Division	Comp. Group	Range
Mayor's Office	18	08

Approved: _____
Brad Wirtz
Human Resources Director

_____ Date