

CITY OF MADISON POSITION DESCRIPTION

1. Name of Employee (or "vacant"):

Sara Carrizal

Work Phone: 608-261-4005

2. Class Title (i.e. payroll title):

Admin Clerk 1

3. Working Title (if any):

Office Administrator

4. Name & Class of First-Line Supervisor:

Connie Thompson, Executive Director

Work Phone: 608-261-4030

5. Department, Division & Section:

Monona Terrace Community and Convention Center

6. Work Address:

1 John Nolen Dr. Madison 53703

7. Hours/Week: 38.75

Start time: 8AM End time: 5PM

8. Date of hire in this position:

6/5/2014

9. From approximately what date has employee performed the work currently assigned:

Gradual increase in responsibilities from 2015, performing the duties below at full capacity since 2020

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10. Position Purpose: (How this position fits into the overall mission, vision, and goals of your agency and work unit.)

This position aids in ensuring clients and visitors receive an exceptional and inspirational experience. The support that this position provides is vital to the culture of innovation, communication and work place excellence. This position is called on to assist with sustainability efforts, health and safety, and employee wellbeing programs. This position is in direct contact with coworkers, general public, attendees and clients, as such, must exemplify the highest quality of customer service, collaboration and communication.

11. Position Summary:

Administrative assistant work relative to the development and implementation of Monona Terrace's departmental programs and functions. Responsible for a wide variety of administrative services for every department including Administration, Finance, Sales, Design, Operations, Maintenance, Community

Events, and AV. Administrative services include development and implementation of budgetary documentation and fiscal controls and the supervision of office clerical activities. Coordinate complex commission, committee, and/or board activities and provide administrative support to the Monona Terrace Board and its Subcommittees. Develop and maintain relationships with the board's appointing authorities: City, County, State. Coordinate large staff meetings, retreats and trainings. The work is performed with a high degree of independence and discretion. The employee is responsible for establishing the necessary procedures, method and controls. Under the general supervision of the Executive Director.

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

- 5% A. Reception & clerical
 - 1. Phone coverage
 - 2. Data Entry
 - 3. Office maintenance
 - 4. Record keeping
 - 5. Mail/errands

- 30% B. Administration
 - 1. Executive assistance
 - 2. Office management
 - 3. Records Custodian
 - 4. Internal meeting coordination, management
 - 5. Program administration for management

- 25% C. Communications
 - 1. External/Internal customer service related communication
 - 2. Internal alerts, announcements, notifications
 - 3. External communication, relationship building with stakeholders, partners
 - 4. EAP representation
 - 5. Internal Newsletter, design, development, distribution

- 30% D. Legislation/ Board / City Committees
 - 1. Meeting coordination & facilitation
 - 2. Board communications
 - 3. Agendas, Minutes
 - 4. Other legislation on behalf of board and management
 - 5. Provide expertise & shepherding on open meetings law, open records law, resolutions, contract routing, etc.

- 10% E. Other services
 - 1. Administrative support for specific accreditation programs (i.e. LEED, GBAC)
 - 2. Innovation Program management
 - 3. Staff committee member of Strategic Planning, RESJI, Combined Campaign
 - 4. Operational Development (Course Designer and Teacher) and internal staff trainings
 - 5. Graphic Design services

13. Primary knowledge, skills and abilities required:

Thorough knowledge of office practices and procedures. Thorough knowledge of and ability to use computer software applicable to the duties of the position: USI, Legistar, SharePoint and Adobe Creative Suite. Working knowledge of business administration principles and procedures. Working knowledge of budgetary methods, forms and controls, ability to use financial software (Munis). Ability to use basic computer applications such as a word processor, spreadsheet, powerpoint, email, and other related applications. Ability to collect, analyze and summarize data. Ability to develop and implement operating procedures. Ability to prepare reports summarizing a variety of information. Ability to develop and maintain effective recordkeeping systems. Ability to supervise assigned clerical and administrative personnel and their activities. 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 establish and maintain effective working relationships. Ability to communicate effectively both orally and in writing. Ability to teach/train others to complete tasks. Ability to maintain adequate attendance.

14. Special tools and equipment required:

Computer with basic software and specialized software: USI, Munis, Legistar, Adobe Creative Suite

15. Required licenses and/or registration:

Notary Public

16. 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 and walk/otherwise travel to other office buildings in the immediate vicinity.

17. Supervision received (level and type):

High degree of independence and discretion, under the general supervision of the division head

18. 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).

19. 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).

Sara Carrizal
EMPLOYEE

02/04/22
DATE

20. 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).

Connie Thompson
SUPERVISOR

2/7/2022
DATE

Instructions and additional forms are available from the Human Resources Dept., Room 261, Madison Municipal Bldg., calling 266-4615 or visiting cityofmadison.com/employeeenet/policies-procedures/position-descriptions.