

CITY OF MADISON POSITION DESCRIPTION

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

Work Phone: 608-266-4074

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

Administrative Assistant (CG 20/14)

3. Working Title (if any):

Council Office Legislative Administrative Assistant

4. Name & Class of First-Line Supervisor:

Common Council Chief of Staff

Work Phone: 608-261-9159

5. Department, Division & Section:

Common Council

6. Work Address:

210 Martin Luther King, Jr. Boulevard, Room 417

7. Hours/Week: 38.75

Start time: 8:00am End time: 4:30pm

8. Date of hire in this position:

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

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

This position is responsible for assisting with and providing information on the legislative process in the Common Council Office, including creating the Council consent agenda exclusion List; working in collaboration with Council Leadership and the Clerk's Office to review and indicate corrections to the Common Council agenda; and providing Legistar assistance to Alders. This position also focuses on Council Office financial duties, including payroll, accounts payable, accounts receivable, expense reimbursements, and budgeting. This position will also receive and provide cross-training with the Council's Program Assistant position, providing the office with a system for preventing silos and supporting continuity and the free flow of institutional knowledge amongst Alders and staff. The core mission of the Common Council Office is to assist the Common Council as its members navigate their duties as elected officials. We also focus on providing excellent stability, continuity, and support to Alders and City staff as the composition of the Council changes over time.

11. **Position Summary:**

This is a responsible professional staff position focused on the development and implementation of

Common Council legislative, financial, and other administrative programs and functions. Work is characterized by the responsibility for a wide variety of legislative and administrative services such as the development and implementation of trainings on legislative processes, budgetary documentation and fiscal controls, personnel, purchasing, and payroll. This position works closely and collaboratively with the other Council Office staff. In collaboration with the Council Chief of Staff and Legislative Analyst, supervises Council Office interns. 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.

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

50% A. Develop and implement Common Council legislative and administrative programs and functions in the following areas:

1. Serve as a primary legislative process liaison between members of the Common Council and other City staff. Track the progression of items through the legislative process, including committee referrals.
2. Serve as a primary contact for questions about the legislative process.
3. Review draft Common Council agendas. Develop, draft, attach, and distribute the Common Council consent agenda exclusion list.
4. Serve as primary contact for assisting Alders with the drafting of resolutions and civic recognition awards. Enter items into Legistar and assist with placement on proper agenda(s).
5. Answer questions from staff throughout city government regarding mid-range administrative level legislative management issues as a member of the Legistar Email Group.
6. Work with Chief of Staff and City Information Technology to make requests for legislative management system design changes and enhancements.
7. Develop the annual Common Council meeting schedule with Chief of Staff and Finance Department for Common Council Executive Committee review and approval.
8. Attend in-person Common Council meetings, as needed, to assist Alders, City staff and the public.
9. Serve as secondary point of contact for neighborhood meetings: location determination; schedule coordination; facilities reservations; label records generation; create, print, and mail notices (manually or using mailing service).
10. Serve as Council Office EAP Facilitator, Department Equity Team Co-Lead, and Combined Campaign Coordinator.
11. Enter hiring functions into NeoGov and serve as secondary HR liaison for Council Office.

20% B. Develop, implement, and process Council Office functions concerning finances, personnel, payroll, and budgeting.

1. Work to develop annual Council Budget alongside Council Chief of Staff, Finance Department Budget Analyst, and Council Leadership.
 - a. Provide budget information when requested.

- b. Complete and submit applicable yearly budget documentation; including, but not limited to:
 - i. Cost-to-Continue
 - ii. IT Budget Quotes
 - iii. Operating Budget Service Budget Proposal
 - iv. Transmittal memo
 - 2. Process regular Council Office functions concerning finances, personnel, purchasing, and payroll.
 - a. Submit invoices for payment (Accounts Payable).
 - b. Submit alder requests for reimbursement (Expense Claims).
 - c. Reconcile purchasing card statements.
 - d. Review and approve council staff and alder time entry input (Payroll)
 - e. Invoice costs generated from neighborhood meetings on behalf of a private party (e.g. developer) (Accounts Receivable).
- 15% C. Serve as Records Custodian for the Common Council Office under the guidance of and in coordination with the Common Council Chief of Staff to fulfill open records requests
- 1. Keep and maintain records in the Council office.
 - 2. Receive and respond to requests for either information or records from members of the public, city staff, and other governmental entities regarding Common Council initiatives and legislative activity.
 - a. Requests for Information: Provide requested information or refer to source for information.
 - b. Requests for Records:
 - i. Work with City IT staff and the Office of the City Attorney to provide email records and conduct initial review of generated emails.
 - ii. Work with Alders to ensure timely fulfillment of open records requests.
- 10% E. Alder and Common Council Staff Onboarding and Training.
- 1. Collaborate with the Council Chief of Staff to develop and provide new Alder onboarding and continuing training programs.
 - 2. Receive training requests and maintain training records for Council Office staff and Alders.
 - 3. Highlight upcoming conferences for Alders and assist with registration, booking airfare and hotels.
 - 4. In coordination with the Council Chief of Staff, compile, organize and produce publications for Alders, including the Government Resource Guide.
- 5% F. Maintain and update the Common Council web page. Collaborate with the Community Engagement Specialist to work with IT staff in redesign or adding features to website.

13. 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, financial 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, MUNIS, and NeoGov.

14. **Special tools and equipment required:**

Use of Computer, Printer, Scanner. Knowledge of software/database applications: Microsoft Suite; (including Outlook, Word, Excel, PowerPoint and Publisher), Legistar, MUNIS, Discovery Accelerator, Contribute, GEO Property Database, and ArcMap (GIS)

15. **Required licenses and/or registration:**

Current Wisconsin driver's license required. Possession of (or ability to obtain) Wisconsin State Notary Certification required.

16. **Physical requirements:**

Ability to lift 40 pounds

17. **Supervision received (level and type):**

Common Council Chief of Staff

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).

EMPLOYEE

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).

SUPERVISOR

DATE

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