

CITY OF MADISON  
POSITION DESCRIPTION

<p>1. Name of Employee (or "vacant"): Wendy Fitch</p> <p>Work Phone: 266-4651</p>	<p>5. Department, Division &amp; Section: Water Utility Administration</p>
<p>2. Class Title (i.e. payroll title): Program Assistant I</p>	<p>6. Work Address: 119 E. Olin Avenue Madison WI 53713</p>
<p>3. Working Title (if any): Administrative Assistant to General Manager</p>	<p><i>Curtis</i> <i>2009044</i></p>
<p>4. Name &amp; Class of First-Line Supervisor: Tom Heikkinen, General Manager</p> <p>Work Phone: 266-4652</p>	<p>7. Regular daily hours of work: Hours/Week: 38.75</p> <p>From: 8:00 a.m. To: 4:30 p.m.</p>
<p>8. Date of hire in this position: 6/14/1993</p>	
<p>9. From approximately what date has employee performed the work currently assigned: 6/2001</p>	
<p>10. Position Summary:</p> <p>This position is a confidential position and functions as the organizing and executive assistant to the General Manager, liaison between Utility executives, field, engineering and water quality activities, members of the Water Utility Board, Mayor's office, other city staff and the public. Performs primary screening and response to public inquiries: telephone, written and in-person, answering and referring to other staff as needed.</p> <p>Prepares and maintains Water Utility Board records. Prepares board agenda in Legistar program format, prepares resolutions in Legistar, attends Water Board meetings, takes minutes, transcribes minutes in detail in Legistar. Publishes agenda and minutes and distributes to proper parties. Initiates and prepares all materials, forms, resolutions and correspondence for action by the Board. Performs program administration duties for lead service replacement program, assuring timely notification of customers, proper documentation and processing of reimbursement requests. Coordinates personnel transactions and assists with confidential personnel matters for the General Manager; maintains Manager's calendar. Maintains personnel files. Develops and purchases office supplies for administration building. Develops and maintains department record keeping systems. Does secretarial work for division heads and members of the management team as needed, preparing and distributing materials or reports. Maintain Utility's organization chart. Post job announcements.</p>	
<p>11. Time % Functions and Worker Activities: (Do not include duties done on an "Out-of-Class" basis.)</p> <p>25% Coordinates department support of Madison Water Utility Board activities: Prepares yearly calendar of meetings, Prepares agenda and minutes in Legistar, distributes, attends Board meetings, takes minutes and transcribes minutes in detail, prepares and distributes communication with Board members, prepares resolutions in Legistar for board action, initiates and prepares all materials, forms, resolutions and correspondence for action by the board.</p> <p>25% Performs activities supporting the role and duties of the Water Utility General Manager: Coordinates Utility interactions with city departments, other agencies and members of the public. Performs secretarial duties, directing inquiries to the General Manager's attention, answering questions, implementing actions or responses suggested by the manager. Responds to request for Water Utility action in technical and administrative areas, schedules meetings and maintains manager's calendar, maintains communication with the general manager.</p> <p>25% Performs various duties of an administrative assistant/secretary: maintains conference/meeting room schedule, post and maintain current job announcements, enter water main breaks in Excel, maintains Water Utility's organizational chart in PDQ Flowcharting, maintains office phone list, maintain files, maintain media article folder,</p> <p>5% Order, keeps inventory of and distributes office supplies, toners for printers and plotters. Orders stationery, business cards, forms used by various divisions, maintains service of office equipment.</p> <p>5% Performs office management duties. Maintain personnel files, organize, file. Maintains official bulletin boards.</p> <p>5% Performs secretarial and clerical tasks for various sections as needed, including Engineering and Customer Service.</p> <p>10% Performs various general office duties.</p>	

12. Primary knowledge, skills and abilities required:

Working knowledge of business principles and practices and City of Madison organization, policies and procedures. Working knowledge of Water Utility principles and practices in relation to City of Madison Common Council, departments, Water Utility Board. Ability to effectively administer Madison Water Utility's interactions with City officials and departments, and members of the public. Ability to maintain confidentiality. Ability to communicate effectively, orally and in writing. Ability to develop and maintain record keeping systems. Computer knowledge and various programs. Ability to attend a monthly Water Utility Board meeting, ability to maintain adequate attendance.

13. Special tools and equipment required:

14. Required licenses and/or registration:

Wisconsin driver's license

15. Physical requirements:

Ability to access and work at a desk and computer work station performing sedentary work, including taking minutes of meetings and transcribing notes and recordings of meetings, with infrequent lifting or driving a vehicle.

16. Supervision received (level and type):

Indirect supervision by the Water Utility General Manager.

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).

*Kendy Fitch*

*1/5/2009*

Employee's Signature

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).

*J. Wall*

*1/5/09*

Supervisor's Signature

Date

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