

CITY OF MADISON POSITION DESCRIPTION

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

Kelsey Stone

Work Phone: 266-5927

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

~~Administrative Clerk 2~~ Program Assistant 1

3. Working Title (if any):

4. Name & Class of First-Line Supervisor:

Kathy Cryan, Engineering Operations Manager

Work Phone: 266-4819

5. Department, Division & Section:

Public Works-Engineering, Operations

6. Work Address:

1600 Emil Street

7. Hours/Week: 38.75

Start time: 7:15 AM End time: 3:30 PM

8. Date of hire in this position:

2/28/11

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

2/28/11

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10. Position Summary:

Highly responsible administrative support and advanced-level secretarial and/or programmatic work in the implementation and coordination of Engineering Division Construction Inspection, Facilities Maintenance and Custodial services programs, and Sewer Deduct Meter Program and functions necessitating judgment, discretion, and initiative in the interpretation and application of policies, procedures, and processes. Work is characterized by on-going responsibility for assigned program support activities. Work is normally performed under the general supervision of the Engineering Operations Manager. Employees may provide oversight to lower level clerical employees as assigned.

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

40% A. Provide administrative and clerical support relative to facilities maintenance and custodial services programs:

1. Answer and screen incoming calls for facilities maintenance and custodial services. Dispatch emergency/urgent requests to field maintenance staff. Enter all work requests

- into database; log labor, equipment and material information for each work order and update status.
2. Provide customers with information and/or clarify program policies and procedures. Provide program procedure information to customers. Refer technical questions to appropriate City staff.
 3. Assist with set-up and initial population of asset management and work order database. Perform on-going database maintenance.
 - a. Keep up-to-date record of labor hours and materials purchased for billable work orders. Prepare monthly statements and invoices relating to work performed.
 - b. Provide facilities maintenance staff with open work order reports.
 4. Implement and maintain automated inventory control system.
 5. Implement and maintain resources and projects scheduling in MS Projects.
 6. Process a wide variety of documents based on a procedural knowledge of payroll, personnel purchasing, and similar administrative support programs. Identify and report related concerns. Assume responsibility for follow-through on administrative detail. Includes but is not limited to:
 - a. Enter payroll in City's financial system software
 - b. Communicate with vendors and suppliers to obtain pricing and availability information. Review prices regularly and check account status of vendors to ensure pricing is competitive. Identify alternative sources and methods of supplies. Process requisitions, LPOs and p-card transactions. Receipt materials and supplies as received; confirm accuracy of invoices; process pay requests. Resolve billing and shipment problems.
 - c. Process operations, facilities maintenance and custodial monthly p-card statement submittals. Duties included, but are not limited to reviewing purchasing car packets for receipts, contacting vendors for missing receipts and issues, scanning all documents and maintaining an electronic file, and assigning proper account strings to billable purchases to ensure the appropriate account is charged.
 - d. Provide clerical assistance in writing contracts for purchases of goods and/or services for facilities related projects.
 7. Establish and maintain related filing and recordkeeping systems.
 8. Maintain and monitor facilities mechanics' scheduling in both Telestaff and Kronos.
 9. Maintain hard and electronic copies of facility plans, specifications and equipment maintenance documentation.
 10. Compose routine and general correspondence requiring knowledge of subject matter. Review and distribute incoming and outgoing correspondence, making notes as to action taken.
 11. Arrange various meetings. Attend meetings and prepare and distribute minutes of these meetings.
 12. Assist in preparation of periodic or special statistical reports. Research information from historical records, files, and/or operational reports. Tabulate and format data as applicable.
 13. Assist with the facilities maintenance and custodial budget, including but not limited to summarizing data, identifying needs and projecting costs.
 14. Implement related administrative processes. Assume responsibility for follow-through on administrative details.
 15. Recommend procedural change or guidelines based on observed program needs.
 16. Train and advise lower-level staff on procedural considerations. Organize and oversee special projects as necessary. Assist supervisor in follow-through activities relative to on-going clerical functions.
 17. Provide backup administrative and clerical support for the custodial staff.
 18. Assist in the hiring process. Duties include, but are not limited to, scheduling interviews with applicants, updating NeoGov throughout the selection process, and sending hiring/rejection letters.
 19. Perform related work as required.

- 30% B. Provide administrative and clerical support relative to prevailing wage payroll submittals on Public Works contracts:
1. Assit with maintenance of various datbases
 2. Provide back up for processing weekly payroll submittals based on procedural knowledge for various administrative support programs. Identify and report related concerns.
 3. Initiate routine correspondence with contractor and other inter-departmental communications as necessary to resolve outstanding payroll submittal issues.
 4. Assist in preparation of periodic or special statistical reports. Research information from historical records, files, and/or operation reports. Tabulate and format data as applicable.
 5. Provide information and/or clarify program policies and procedures.
 6. Establish and maintain related filing and recordkeeping systems.
 7. Implement related administrative processes. Assume responsibility for follow-through on administrative details.
 8. Recommend procedural changes or guidelines based on observed program needs.
 9. Train and advise lower-level staff on procedural considerations. Organize and oversee special projects as necessary. Assist supervisor in follow-through activities relative to on-going clerical functions.
 10. Assist in the finalization process of public works contracts. Duties include evaluating contract payroll reports and final affidavit packages, obtaining missing information from contractors, and compiling all necessary information to be sent on to close the contract.
 11. Notify accounting to process LPOs for final payment. Once payment is processed, communicate this to the prime contractor and file the Letter to the Finance Director.
 12. Provide information for public works contract status inquiries.
 13. Assist in receiving and opening of City contract bids, as needed.
 14. Perform related work as required.
- 20% C. Oversee and implement administrative and clerical functions for the Sewer Deduct Meter Program.
1. Perform and oversee administrative detail work associated with the Sewer Deduct Program.
 2. Interpret program policies and provide customers with program information, which includes fielding telephone calls and inquiries regarding the program.
 3. Receive and process applications and fees.
 4. Prepare period accounting and budgetary reports as necessary.
 5. Assist with development of program policies and procedures. Coordinate and implement related administrative policies and procedures.
 6. Assume responsibility and follow-through on administrative detail.
 7. Create program literature, including but not limited to the application forms, information letters, termination letters, inspection reports, and brochures.
 8. Draft, review, and proof letters for signature regarding the program.
 9. Establish and maintain related filing and record keeping systems.
 10. Schedule inspection and installation appointments with applicants.
 11. Schedule routine inspection for current sewer deduct meter program customers.
 12. Assist Engineering Operations Manager and Facilities Maintenance Plumber in collection and analysis of data.
 13. Interpret water usage data and recognize properties that have high volumes of water being deducted from the sewage portion of their bill. Schedule follow-up inspections for these properties.
 14. Compose form letters to notify property owners of any violations.
 15. Recommend procedural changes
 16. Perform other related duties as required.
- 5% C. Provide clerical and administrative support for the Sewer Plug Permit Program
1. Receive and process applications in Accela.
 2. Provide clerical support for the operations section in entering data associated with permanent linings performed by the operations crews. This includes but is not limited to updating Accela with work performed and uploading work order maps.
 3. Perform other related duties as required.

- 5% D. Provide backup administrative and clerical support to Construction Inspection and/or Operations Sections.
1. Assist in providing telephone coverage and dispatching calls via 2-way radio to employees in the field.
 2. Provide backup administrative support for the Right of Way Permits program. This includes receiving and entering right of way permits, as well as issuing approved permits.
 3. Perform other related duties as required.

12. Primary knowledge, skills and abilities required:

Thorough knowledge of office procedures, methods and equipment; knowledge of data processing procedures; knowledge of related City policies and procedures; ability to develop, implement and monitor office procedures; ability to organize and oversee clerical work activities; ability to interpret program requirements and make decisions within prescribed policy; ability to independently perform delegated office functions or assume an area of administrative responsibility; ability to assemble and evaluate information and prepare reports; ability to develop financial and statistical reports; knowledge of basic accounting practices; ability to make routine mathematical computations; ability to maintain effective working relationships.

13. Special tools and equipment required:

Personal computer, MS Word, Excel, Access, Project, Crystal Reports, KnowledgeLake, Accela, SharePoint

14. Required licenses and/or registration:

15. Physical requirements:

16. Supervision received (level and type):

Work is performed under the general supervision of the Engineering Operations 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).

EMPLOYEE

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).

SUPERVISOR

DATE

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