

CITY OF MADISON POSITION DESCRIPTION

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

Wanda Fullmore

Work Phone:

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

3. Working Title (if any):

4. Name & Class of First-Line Supervisor:

Work Phone:

5. Department, Division & Section:

6. Work Address:

7. Hours/Week:

Start time: End time:

8. Date of hire in this position:

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

10. Position Summary:

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

- 70% A. Problem solving on behalf of the general public, City elected officials, City managers, City employees, the media, and other governmental agencies.
1. Serve as public contact on behalf of the Mayor's office, explaining policies and procedures to the public as requested
 2. Field phone calls and walk-ins from the public.
 3. Assess inquiries and refer individuals to appropriate City departments, State agencies, and other entities in the community.
 4. Serve as liaison with other City departments to resolve concerns of the public
 5. Diffuse hostile situations and handle irate citizens

- 6.
- 7.
- 10% B. Manage City contract process for the Mayor's office
 - 1. Receive contracts from City Departments.
 - 2. Ensure contracts get to Mayor for signature and serve as official witness to the Mayor's signature
 - 3. Track the contract through the City's contract log computer software
 - 4. After contract is signed, ensure contract is delivered to City Clerk's office
 - 5.
- 10% C. Research City policies and procedures
 - 1. Maintain awareness of the services provided by different City departments, state agencies, and other entities in the community
 - 2. Contact City departments to verify services provided on issues that are raised by the public
 - 3. Maintain awareness of information posted on City's website
 - 4.
 - 5.
- % D. Maintain filing system for Mayor's office
 - 1. Set up filing systems for the Mayor's office
 - 2. File incoming and outgoing correspondence
 - 3. File annual reports from City departments
 - 4.
 - 5.
- % E. Secretarial responsibilities
 - 1. Prepare Memorial Day letter and oversee mailing to veterans in coordination with the State of Wisconsin Department of Veterans Affairs
 - 2. Prepare letters for Eagle Scouts on behalf of the Mayor
 - 3. Set up meetings for Mayoral Aides in conjunction with other clerical staff in the Mayor's office. Reserve rooms for meetings.
 - 4. Reserve cars for Mayoral Aides
 - 5. Sort and distribute mail within Mayor's office, distributing to the Mayor and the Aides
 - 6. Back up other clerical staff in the office

12. Primary knowledge, skills and abilities required:

13. Special tools and equipment required:

14. Required licenses and/or registration:

15. Physical requirements:

16. Supervision received (level and type):

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.