

## CITY OF MADISON POSITION DESCRIPTION

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

Heidi Dewsnap

Work Phone: (608) 267-2676

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

Administrative Clerk 1

3. Working Title (if any):

Administrative Clerk 1

4. Name & Class of First-Line Supervisor:

Denise DeSerio, Administrative Assistant

Work Phone: (608) 266-9215

5. Department, Division & Section:

Fire Administration

6. Work Address:

314 W. Dayton St.; Madison, WI 53703

7. Hours/Week: 38.75

Start time: 8:00 am

End time: 4:30 pm

8. Date of hire in this position:

7/17/2000

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

7/17/2000

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

Administrative staff to management & a variety of units.

11. Position Summary:

Provide administrative support services in the areas of: purchasing, payroll/personnel, management, field personnel, training division, investigation unit, & prevention division.

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

67% A. Department Uniform Program (clothing & safety equipment)

1. Review and approve all fire department uniform requests (Association of Madison Fire Supervisors, Firefighters Local 311, & Compensation Group 16)

2. Order original issue items for new recruits (clothing, helmets, turnout gear & boots)
3. Participate in vendor conference calls (Galls every two weeks)
  - a. Run & review Galls backorder report
4. Participate in fire department clothing committee meetings
5. Schedule employee uniform sizing sessions with vendor (Galls every two months)
6. Review and approve invoices (Galls, Grainger, Jefferson Fire & Safety, Movin' Shoes, Shoe Box)
  - a. Encumber funds
  - b. Determine account string (commodity, org, object codes)
7. Website responsibilities
  - a. Galls
    - i. Set-up employee users or inactivate users
    - ii. Calculate beginning balances (new recruits)
    - iii. Determine start of year balances (Firefighters Local 311)
    - iv. Review, approve &/or deny clothing requests
  - b. Grainger
    - i. Update employee ship to addresses
    - ii. Review, approve &/or deny tool requests (Firefighters Local 311)
8. Oversee tool orders
  - a. Review individual tool requests/accounts/ledgers
9. Maintain stock/inventory of in-house items and order levels
  - a. Uniform hardware – badges, collar brass
  - b. Cotton wear for new recruits
10. Attend RFP meetings for uniforms

15% C. Investigation Unit

1. Responsible for processing fire report requests
  - a. Locate fire report incident number (search fire report software databases: Elite, ImageTrend, & CityScape)
  - b. Maintain a record of all fire report requests (Excel spreadsheet)
  - c. Prepare & release information to requestor after approval granted from fire records custodian
2. Access to confidential information requires processing each request according to policies and procedures
3. Redact reports with Adobe Acrobat Pro
4. Knowledge of City open records requests fee schedule & policies
5. Place orders, pay & code invoices

10% D. Field Services

1. Accounts payable
  - a. Enter & approve invoices for payment
  - b. Payment of invoices using City credit care & determine account numbers (Airgas, Gallagher, Kreger Salt Sales, MR Nyren, Plunketts Pest Control, Summit Companies, Verona Safety Supply)
2. Purchase water & Gatorade for stations as needed
3. Order water softener salt & sidewalk salt for stations quarterly
4. Update station office supply budget spreadsheets
5. Assist in annual department helmet order (compile employee requests, track, order, distribute, payroll deduction done for helmet upgrades)
6. Assist with annual department textile and kitchenware orders (inventory, ordering, distributing)

5% B. Personnel-related items

1. Processing workers comp claims & off-duty injury medicals
  - a. Accident/injury reports
    - i. Determine workers comp tracking code
    - ii. Locate employee hourly rate & yearly gross amount in Munis
    - iii. Process report in Munis
  - b. Medical Status Reports

- i. Determine if medical is for an on-duty or off-duty injury
  - ii. Forward on-duty injury medicals to City workers comp carrier (WMMIC)
  - c. Liaison whenever there is an unpaid medical bill, as needed (workers comp representative, fire personnel, hospital/clinic)
  - d. Process reports on injuries per HIPAA guidelines
2. Submit personnel action forms on Munis software (residency affidavits), perform task as needed

3% E. Miscellaneous

- 1. Front desk backup (respond to in-person and telephone inquiries, explain routine departmental procedures, receive and distribute shipments)
- 2. Plan review backup as needed
- 3. Train Clerk Typist in initial process of fire report requests

13. Primary knowledge, skills and abilities required:

- Basic accounting functions
- Knowledge of City purchasing guidelines
- Quality control of shipments received
- Knowledge of Microsoft Office (Access, Excel, Outlook, Word), fire report databases/software (ImageTrend, Elite, CityScape), Telestaff (scheduling software), Munis (payroll, accounting software), Accela (permitting software), Sharepoint (electronic calendar)
- Familiar with HIPAA & City sweat-free policy

14. Special tools and equipment required:

Computer, multi-line telephone, copy machine, fax machine, & calculator.

15. Required licenses and/or registration:

N/A

16. Physical requirements:

Lift objects (light to medium)

17. Supervision received (level and type):

Works with little supervision of the department, division, or program 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).

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/employeeenet/policies-procedures/position-descriptions](http://cityofmadison.com/employeeenet/policies-procedures/position-descriptions).