

## CITY OF MADISON POSITION DESCRIPTION

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

Janet Pien

Work Phone: 608-266-4620

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

Secretary 2

3. Working Title (if any):

4. Name & Class of First-Line Supervisor:

Mike Dailey, Deputy City Engineer

Work Phone: 608-266-4058

5. Department, Division & Section:

Public Works – Engineering Division

6. Work Address:

City-County Building, Room 115  
210 Martin Luther King, Jr. Blvd

7. Hours/Week: 38.75

Start time: 7:30 AM      End time: 4:00 PM

8. Date of hire in this position:

3/27/2006

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

Mid to late 2012

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10. Position Summary:

This is responsible paraprofessional staff support work relative to the development and implementation of divisional and/or departmental administrative programs and functions. Work is characterized by responsibility for a wide variety of administrative services and/or direct responsibility for a comprehensive administrative program requiring the development and integration of diverse and complex operational data inherent to unit operations. This work is performed with a high degree of independence and discretion. Under the general supervision of a department or division head, work is normally assigned in terms of program objectives and directives; and employees are responsible for establishing the necessary administrative procedures, methods and controls. Employees may supervise subordinate administrative and clerical staff

Work is performed under the general supervision of the Deputy City Engineer or the City Engineer.

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

40% A. **PUBLIC WORKS PREQUALIFICATION ADMINISTRATOR**

***Administer the daily operations of the City of Madison's Public Works Contractor Prequalification and Best Value Contracting Programs.***

- Disseminate prequalification materials to contractors and subcontractors. Process new or renewal applications for over 300 Contractors per year with minimal oversight.
- Provide technical assistance, information, and materials to contractors and subcontractors and City staff.
- Review submitted applications and related business support documents for completeness. Contact contractors to obtain missing/additional information. Forward to City Engineer for final review.
- Preliminary approval of Certificates of Insurance and 11B Bonds as it relates to Prequalification's and Public Works Contracts.
- Approval of Affirmative Action Exemption Requests.
- Prepare letters of prequalification approval and denial. Coordinate appeal hearings as necessary for contractors denied prequalification.
- Oversee the maintenance of necessary databases.
- Prepare narrative and statistical reports.
- Update existing program procedures to incorporate any changes in regulations, ordinances, and policies.
- Develop and implement program enhancements.
- Act as liaison with IT in regard to the development, improvement and/or implementation of contractor prequalification process into ELAM (Enterprise Land & Asset Management) licensing module. Insure that contractors and staff receive the training and on-going support necessary to effectively use the system.
- Identify contractor-training needs. Plan and coordinate workshops to disseminate program information.
- Act as liaison with Department of Civil Rights in regards to the Affirmative Action plan if necessary to approve a prequalification application. Work with the Department to organize and maintain their process in ELAM.

20% B. **PUBLIC WORKS CONTRACT ADMINISTRATION AND RFP CONTRACT ADMINISTRATION**

***Administer the daily operations of the City of Madison's Public Works Contracts and RFP/RFQ's.***

- Facilitate the Public Works Users Group, consisting of city staff in various agencies that utilize the Public Works contracting process, including leading and facilitating bi-monthly meetings with all agency users.
- Facilitate group activities to develop and implement standardized procedures related to internal public works contract administration.
- Develop and implement intranet access to policies, procedures, forms, etc.
- Identify staff training needs. Plan and coordinate workshops to disseminate program information.
- Coordinate Public Works internet web publishing activities including training, prioritizing, layout, and actual production. Perform research, edit and write materials and reports, and provide direct assistance to the program head and professional staff.
- Oversee maintenance of public works contract database.
- Oversee maintenance and changes of electronic bidding programs used by the Engineering Division.

- Prepare Advertisements for Bids, Notices of Public Hearings, Mailing Affidavits, Plan Revisions and Addendum for Public Works Contracts and RFP/RFQ's.
- Assist Engineers with preparation of contract specifications and/or RFP/RFQ's and prepare for advertisement. Assist with preparation and distribution/advertising of revisions and addendums to contracts and RFP/RFP's.
- Ensure that Public Works Contract plans, specifications and addenda are advertised in a timely and legal manner. Ensure that Utilities and other contractors and staff receive notification of advertisements, addendums and revisions.
- Maintain the Consultants database for RFP/RFQ purposes.
- Route and track contracts for required signatures. Scan and enter signed contracts into Contract Repository.
- Receive and enter prevailing wage reports database for Public Works Contracts.

20% **C. OFFICE & STAFF MANAGEMENT**

- State Records Administrator
- Perform and/or coordinate administrative and clerical activities including payroll, mileage reimbursements, recordkeeping, liaison with clerical/word processing pool services and data processing, information dissemination, personnel processing and recordkeeping, printing and related functions.
- Develop office systems and operating policies and procedures and insure they are operating in an effective, efficient, and correct manner. Identify and implement needed improvements. Prepare operating procedures manuals for training and for on-going use by staff.
- Develop and maintain standardized office supply inventory. Monitor expenditures and usage.
- Purchase office supplies, training, legal advertisements, etc. using city p-card.
- Office contact for multifunctional machines and coordinate facility maintenance issues and ordering supplies.
- Assist in the hiring process by scheduling interviews and preparing packets for those conducting interviews.
- Compose confidential letters related to personnel matters, employee reviews, etc.
- Supervise and train permanent and non-permanent clerical staff. Assign, prioritize, and control work flow. Participate in or perform hiring, discipline, grievance handling, training, and performance evaluation processes. Coordinate clerical support activities and assist staff in dealing with difficult situations.
- Administrative support to City Engineer and management team.
- Maintain postage and petty cash
- Schedule APWA training for engineers
- Assist with reception area and answer phone calls.
- Back up to edit and distribute press releases for Engineering/Facilities.
- Back up to Program Assistant 1 with regards to the Board of Public Works agenda and reports.

5% **D. ADMINISTRATIVE SUPPORT TO COMMITTEES/COMMISSIONS**

- Staff Board of Public Works, Public Works Planning Coordinating Committee and the Public Works Improvement Committee.
- Assist in preparing Legislative files and Board of Public Works Agenda
- Assist in preparing minutes to the Committee on the Environment
- Assist in preparing agenda and prepare minutes for Sustainable Madison .
- Arrange committee meetings and prepare and distribute notices, minutes, and related materials.

5% E. **SERVICE REQUEST AND "REPORT A PROBLEM" PROGRAM**

- Review incoming service requests and problems from the internet Report A Problem site.
- Enter requests into database and forward request to appropriate staff
- Maintain database and issue reports for outstanding requests.

5% F. **EMERGENCY MANAGEMENT PROGRAM**

- Attend City Emergency Management Team meetings.
- Disseminate relevant information to section heads.
- Coordinate annual review and update of City Public Works and Transportation agencies Emergency Preparedness and Response Plan and
- Coordinate annual review and update of City Engineering's Continuity of Operation Plan.
- Develop and maintain computerized emergency contact information for use by all City emergency personnel.

5% G. **OTHER**

- Act as the primary Notary Public for the Engineering Division.
- Sharepoint repository administration for Prevailing Wages, Correspondence, Certificates of Insurance, Payroll Timesheet Entry, Contract and Contract Routing. Assist in the development and maintenance of said repositories with IT and other respective Agencies. Assist in training on the input and use of these repositories.
- Give Engineer working on Private Developments clerical support , including but not limited to Plan Review Routing, issuing plan and revisions, maintaining databases, creating project/contract numbers, issuing project schedules, preparing necessary correspondence, filing deeds with Dane County, contract close out and filing with State Records.
- Perform other work as required.

12. Primary knowledge, skills and abilities required:

Thorough knowledge of office practices and procedures. Thorough knowledge of and ability to use computer software applicable to the duties of the position including but not limited to: Word, Access, Excel, Outlook, Bid Express, Sharepoint, MUNIS and Acella. Working knowledge of business administration principles and procedures. Ability to collect, analyze and summarize data. Ability to develop and implement operating procedures. Ability to prepare reports summarizing a variety of information. Ability to develop and maintain effective recordkeeping systems. Ability to manage a large number of prequalification applications at one time, all in various stages of review or approval. Ability to supervise assigned clerical and administrative personnel and their activities. Ability to independently implement a comprehensive administrative program or function. Ability to assist in the resolution of operational problems. Ability to exercise judgment and discretion. Ability to establish and maintain effective working relationships. Ability to communicate effectively both orally and in writing. Ability to maintain adequate attendance.

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13. Special tools and equipment required:

14. Required licenses and/or registration:

Notary Public

15. Physical requirements:

16. Supervision received (level and type):

Work is performed under the general supervision of the City Engineer and/or Deputy City Engineer.

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 12/3/14

19. Supervisor Statement:

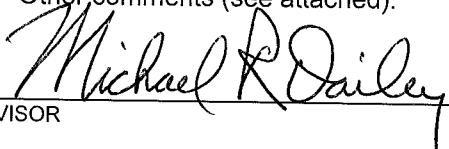
I have prepared this form and believe that it accurately describes this position.

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 12/3/2014

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