

CITY OF MADISON POSITION DESCRIPTION

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

Debbie Fields

Work Phone: 266-4297

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

Secretary 1 - Confidential

3. Working Title (if any):

Council Liaison, Constituent Services Rep

4. Name & Class of First-Line Supervisor:

Kwasi Obeng, Common Council Chief of Staff

Work Phone: 245-5793

5. Department, Division & Section:

Common Council

6. Work Address:

City-County Building, Room 417

7. Hours/Week: 38.75

Start time: 8:00 a.m End time: 4:30 p.m.

8. Date of hire in this position:

September 11, 2000

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

Approximately 2009.

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10. Position Summary:

This is responsible secretarial and administrative support work. Employees in this class exercise judgment and discretion in the performance of a variety of activities requiring interpretation and/or application of policy. This position often serves as the first level of review and resolution on correspondence and personal contact, and independently gathers information, drafts routine correspondence, or takes other action to assist managers in the most effective utilization of their time by relieving them of administrative detail. This position involves leadership responsibilities in coordinating the completion of assignments. This position work under the general supervision of the Council Administrative Assistant.

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

30%

A. Coordinate neighborhood meetings/events for alderpersons

1. Identify date that works for the alderperson and fits into the timeline for the development project/license application process.

2. Locate and reserve meeting venue and coordinate any technology, special accommodations, or interpreters, if necessary.
 3. Coordinate with alderperson/developer/license applicant to draft meeting invitation.
 4. Pull mailing label information from Assessor's database.
 5. Prepare Fast Copy order.
 6. Coordinate with City staff regarding their attendance, if necessary.
 7. Mail meeting invitations via Dane County mailroom, a mailing service, or via email.
 8. Prepare meeting sign-in forms and comment cards.
 9. Meeting follow-up including compiling comments, adding meeting attendees to alderperson's subscriber list, and drafting/sending any follow-up communications.
- 30% B. Coordinate staff/constituent meetings for alderpersons
1. Identify date through consultation with alderperson and other attendees. Consultation may be via email, Doodle poll, or by accessing calendar other than Outlook (e.g., Google calendar).
 2. Locate and reserve room.
 3. Distribute agenda and supporting materials to meeting participants, if necessary.
 4. Meeting follow-up such as disseminating notes to meeting participants, if necessary.
- 22% C. Provide administrative support to alderpersons
1. Prepare and distribute memos, letters, reports, agendas, minutes, resolutions, Civic Recognition Awards and newsletters from rough draft, dictation, or general instruction.
 2. Respond to alderperson requests, research requests, and questions made via telephone, by email and in person.
 3. Assist alderpersons in keeping track of meetings.
 4. Print documents as requested by alderpersons.
- 15% D. Provide receptionist and clerical support in daily office operations
1. Respond to citizen, media, and City staff questions and requests.
 2. Assist City staff in other departments with scheduling meetings with alders.
 2. Maintain filing systems, records storage, and office bulletin board.
 3. Prepare and coordinate fast copy/reproduction/printing orders.
 4. Inventory office supplies and purchase as necessary.
 5. Distribute interdepartmental and U.S. mail.
- 3% E. Prepare the Council chambers and attend Council meetings
1. Display registration materials for citizens and prepare alderpersons' desks.
 2. Collect citizen registration.
 3. Answer citizen questions relative to Council agenda and proceedings.
 4. Respond to alderpersons' requests.

12. Primary knowledge, skills and abilities required:

Thorough knowledge of office practices and procedures. Thorough knowledge of English composition, correct punctuation, spelling, grammar, acceptable business letter and report formats, and basic math. Working knowledge of and ability to use computer software applicable to the duties of the position. Working knowledge of office computer programs (e.g. Microsoft Office Suite). Ability to prepare finished letters, memoranda, and reports from rough draft, outline or original composition. Ability to carry out administrative details efficiently and independently; ability to set priorities and to schedule and distribute work as required. Ability to compose routine correspondence. Ability to interpret departmental policies, procedures, and regulations. Ability to communicate effectively both orally and in writing. Ability to collect, organize, and summarize data as directed. Ability to accurately proofread. Ability to set up, maintain and utilize filing systems. Ability to maintain effective working relationships with managers, co-workers and the general public. Ability to maintain adequate attendance.

13. Special tools and equipment required:

None.

14. Required licenses and/or registration:

None.

15. Physical requirements:

Must be able to sit for extended periods of time. Must be able to occasionally lift/move heavy items such as cases of paper and tables.

16. Supervision received (level and type):

General supervision from the Council Administrative Assistant.

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.