

CITY OF MADISON POSITION DESCRIPTION

1. Name of Employee (or "vacant"):
Ann Schroeder
Work Phone: 267-4967
2. Class Title (i.e. payroll title):
Transit Office Manager
3. Working Title (if any):
Assistant to the General Manager
4. Name & Class of First-Line Supervisor:
Chuck Kamp
Work Phone: 266-4904
5. Department, Division & Section:
Metro Transit, Administration
6. Work Address:
1245 E. Washington Avenue, Suite 201
7. Hours/Week: 40
Start time: 8:00 AM End time: 5:00 PM
8. Date of hire in this position:
12/13/2004
9. From approximately what date has employee performed the work currently assigned:
1/1/2016

10. Position Summary:

This is responsible administrative, support and program work in the Metro Transit Utility. The employee in this position is responsible for coordinating the provision of office and related clerical and administrative support activities for the managerial and supervisory staffs of the agency as well as managing several programs and supervising the Employee Relations Assistant. The work involves exercising judgment and discretion relative to the interpretation and application of administrative and program policies and procedures, and the prioritizing and coordination of work. Supervision is received from the Transit General Manager and work is reviewed through conferences, reports and review of end products.

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

- 5% A. Coordinate Meetings and Legislation
1. Schedule meetings following open meetings requirements
 2. Prepare agendas and minutes using Legistar for public meetings
 3. Prepare resolutions

- 4. Provide related administrative support functions
- 15% B. Assist managers and supervisors with various projects
 - 1. Computer training for new employees
 - 2. Special projects
 - 3. Surveys
 - 4. Reports
 - 5. Problem-solving/updating procedures
- 5% C. Business Support
 - 1. Writing letters
 - 2. Creating presentations
 - 3. Typing/filing
 - 4. Prepare mailings/update mailing lists
 - 5. Coordinate bus pass/ID program
 - 6. Maintain databases
- 5% D. Maintain Office
 - 1. Oversee service/replacement of office equipment
 - 3. Coordinate building maintenance and cleaning
 - 4. Coordinate parking
- 10% E. Personnel Functions
 - 1. Help write position descriptions
 - 2. Prepare requisitions in NEOGOV
 - 3. Schedule interviews
 - 4. Hiring paperwork
 - 5. Supervisor and act as back up for Employee Relations Assistant for FMLA, leave, worker's compensation and personnel functions
- 15% F. Drug and Alcohol Program Manager
 - 1. Manage FTA drug and alcohol testing program
 - 2. Train new safety sensitive employees
 - 3. Develop training for and train supervisors
 - 4. Coordinate required tests
 - 5. Communicate with employees who test positive
 - 6. Conduct required oversight of vendor drug and alcohol testing programs
 - 7. Report annual statistics to the FTA/coordinate information for audits
- 15% G. Equity Compliance
 - 1. Act as Metro's Civil Rights Coordinator
 - 2. Coordinate Title VI information and write report for FTA
 - 3. Assist EEO Officer with Equal Employment Opportunity functions
 - 4. Liaison for city's Racial Equity and Social Justice Initiative
 - 5. Coordinate/Lead Department RESJ Team
 - 6. Coordinate/Lead Department Equitable Workforce Planning Team
- 7% H. Public Records Manager
 - 1. Respond to open records requests
 - 2. Consult with City Attorney's office as necessary
 - 3. Communicate with employees regarding open records
- 15% I. Supervise Employee Relations Assistant
- 8% J. Contracts
 - 1. Write contracts
 - 2. Follow renewal schedules/send renewal letters
 - 3. Write resolutions and route contracts

12. Primary knowledge, skills and abilities required:

Knowledge of office, general business, and supervisory practices and procedures. Knowledge of FTA Drug and Alcohol program requirements. Knowledge of public records rules, EEO and Title VI requirements. Knowledge of English composition, correct punctuation, spelling, grammatical usage and acceptable business letter and report formats. Knowledge of basic business math. Ability to read, write, speak and understand English. Ability to prepare finished letters, memos, and reports from rough drafts, outline or original composition. Excellent writing skills. Ability to carry out administrative details efficiently and independently. Ability to prioritize multiple projects, meet deadlines and help other staff meet agency deadlines. Ability to compose routine and/or repetitive correspondence without any review. Ability to make independent decisions in accordance with departmental policies, procedures and regulations, and to apply them appropriately to work problems. Ability to use the telephone and email effectively, receive and make proper disposition of calls and emails. Ability to collect, analyze and summarize data. Ability to type at a net speed of 60 wpm with 12 or fewer errors. Ability to accurately proofread. Ability to set up, maintain and utilize filing systems, databases and other current office organizational systems. Ability to effectively convey information regarding departmental programs. Ability to maintain effective working relationships with co-workers and the general public. Ability to independently develop and implement new office procedures. Ability to quickly learn, use and teach new software programs. Ability to understand and update complex documents with minimal supervision. Ability to handle multiple tasks with frequent interruptions. Ability to independently perform delegated tasks and assume areas of responsibility.

13. Special tools and equipment required:

14. Required licenses and/or registration:

15. Physical requirements:

This job is primary sedentary in an office setting using office equipment such as a computer, telephone, copier/printer/scanner. However, employee will be required to access various areas of the bus barn and other Metro buildings and attend meetings/trainings/conferences off site. Ability to meet the transportation needs of the position.

16. Supervision received (level and type):

General supervision is received from the Transit General Manager through conferences, reports and review of end products.

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.