

## CITY OF MADISON POSITION DESCRIPTION

1. Name of Employee (or "vacant"):  
Vacant
  2. Class Title (i.e. payroll title):  
Program Assistant 1
  3. Working Title (if any):
  4. Name & Class of First-Line Supervisor:  
Paul Kronberger, Director  
Work Phone: 266-4202
  5. Department, Division & Section:  
Information Technology
  6. Work Address:  
210 MLK Jr Blvd, Room 500
  7. Hours/Week: 38.75 100%  
Start time:                      End time:
  8. Date of hire in this position:
  9. From approximately what date has employee performed the work currently assigned:
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10. Position Summary:

This is responsible administrative support and/or programmatic work in the Information Technology Department. The work requires exercising considerable judgment and discretion in the interpretation and application of policies and the development of operating systems and procedures. This position works under the general supervision of the department head.

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

50% A. Purchasing

1. Process purchasing requests for all City agencies per IT staff for IT hardware and software.
2. Request quotes from vendors and determine availability of piggybacking on state and/or regional contracts.
3. Order, track shipments, and initiate invoice approval process. Process returns as necessary.
4. Reconcile billing issues with vendors and/or Finance Dept.
3. Manage IT assets. Record new assets, remove assets that are disposed of or sent for recycling. Reconcile asset list quarterly.
4. Reconcile IT purchasing cards monthly.
5. Process inter-agency authorizations and allocate expenses to other City agencies when appropriate. Complete journal entry procedures
6. Order office supplies.

20% B. Payroll, Personnel and Training

1. Perform payroll activities to include importing payroll information and reconciling errors.
2. Provide liaison with the Central Payroll Unit in resolving problems.
3. Provide leave and payroll information to staff as requested.
4. Process training requests and coordinate travel.

5. Coordinate personnel transactions. Process certifications for hire and schedule interviews. Process personnel actions as needed. Provide orientation for hourly employees.

20% C. Administrative and Project Management

1. Coordinate the City's laptop and projector loan services and manage reservations. Process requests and ensure equipment is returned timely and complete. Make recommendations to the Help Desk Supervisor regarding equipment replacement and use.
2. Act as Electronics Recycling (e-recycling) Coordinator. Monitor and ensure all workstations, laptops, printers and other peripherals are properly reused or demanufactured according to EPA recommendations and consistent with APM 4-7.
3. Complete reports, studies, or other projects by gathering data or by assisting in the assessment of individual or systematic problems.
4. Research information and perform other tasks in connection with special projects.
5. Act as Administrator for software licensing and subscriptions.
6. Provide support to HelpDesk Supervisor to ensure compliance with software licensing requirements.

10% D. Budget

1. Maintain budget spreadsheets.
2. Establish accounts and post entries as needed.

12. Primary knowledge, skills and abilities required:

Working knowledge of office administrative methods, practices and equipment. Working knowledge of English composition, correct punctuation, spelling, grammatical usage and acceptable business letter and report formats. Knowledge of business math and basic accounting and budgeting practices. Ability to gather, organize, review and report information. Working knowledge of purchasing and procurement requirements and guidelines. Experience using Munis ERP. Working knowledge of Microsoft Office applications. Ability to develop operating systems and procedures and to learn technical and administrative program requirements and procedures. Ability to carry out administrative details efficiently and independently and meet deadlines. Ability to use office equipment effectively. Ability to prepare basic financial and statistical reports. Ability to maintain effective working relationship with employees, managers, program participants and the public. 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:

15. Physical requirements:

Work in this position is primarily sedentary, requiring the ability to sit/stand at a desk, work on a computer, and use a monitor for extended periods of time.

16. Supervision received (level and type):

General supervision

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.