

CITY OF MADISON POSITION DESCRIPTION

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

Work Phone: (608) 266-4910

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

Administrative Clerk 1

3. Working Title (if any):

AAD Admin Clerk

4. Name & Class of First-Line Supervisor:

Norman Davis, Affirmative Action Division Manager

Work Phone:

5. Department, Division & Section:

Department of Civil Rights

6. Work Address:

210 Martin Luther King, Jr. Blvd., Rm. 523

7. Hours/Week: 38.75

Start time: 8:00 am End time: 4:30 pm

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 work within the Department of Civil Rights in the implementation and coordination of specific office functions necessitating judgment, discretion, and initiative in the interpretation and application of program policies, procedures and processes. Work at this level is characterized by ongoing responsibility for assigned program support activities. The incumbent will provide primary support to the Affirmative Action Division (AAD), back-up support to the Equal Opportunities Division (EOD), serve as payroll clerk, and have purchasing and personnel responsibilities, as well as other administrative functions. Work is performed under the general supervision of the Affirmative Action Division Manager. Employees may provide oversight to lower-level clerical employees as assigned.

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

- % A. Provide general administrative assistance to the Department of Civil Rights.
 1. Serve as receptionist, by answering phone calls and greeting and assisting patrons.
 2. Respond to inquiries and provide appropriate referrals to other bodies such as other city departments, the State of Wisconsin, CBOs non-profits, or the federal government.
 3. Process incoming mail.
 4. Sign in/out and route contracts.
 5. Order supplies.
 6. Fax/scan/copy/proofread documents.
 7. Make copies of Public Records Requests. Enter/request files from State Records Center.
 8. Process and issue various correspondence.
 9. Create various reports.
 10. Create PowerPoint presentations and materials affiliated with DCR.
 11. Track and follow up on time-sensitive documents.
 12. Assist management staff with creating yearly DCR Budget.
 13. Maintain Department of Civil Rights website, Email List Manager and various databases.
 14. Create monthly bulletin board displays.
 15. Maintain an awareness of available resources that might help the DCR in developing and exercising its mission.
 16. Enter payroll data into City accounting system.
 17. Process necessary personnel materials (such as certification requests, training requests, etc.).
 18. Track attendance for various events (e.g. APM 3-5 training, Take Our Sons and Daughters to Work Day).

- % B. Provide administrative support and staff the Affirmative Action Commission (AAC), the AAC Appeals Committee, Department of Civil Rights' Commissions, Executive Committee, its related Appeals Committee and Ad Hoc Committee, and Disability Rights and Services Program and the Commission on People with Disabilities (CPD).
 1. Schedule public meetings.
 2. Set up meeting room for live televising.
 3. Make certain that all materials are in alternate format (e.g. Braille and large print).
 4. Contact and interact with SignOn to make certain that they will be available and ready to handle deaf transmission.
 5. Perform Legistar functions in a timely manner, such as creating and generating agendas, creating Legislative Files including supporting attachments, and entering minutes.
 6. Distribute meeting materials. Follow up on quorum for the meetings.
 7. Attend meetings, take minutes, and maintain and enforce Robert's Rules and related City of Madison Ordinances and policies.
 8. Serve as point person for Commissioners wishing to add items, amend, or ask questions related to the agenda. Amend agendas as necessary. Alert members and staff to changes and alert the Clerk's Office as to any cancellations.
 9. Keep Commission rules updated.
 10. Create/update commission member manuals.
 11. Notify commissioners of upcoming events related to discussions, expiration of terms, attendance, meeting material availability, quorum checks, etc.
 12. Attend special populations meeting providing updates to the DCR Director of Dane County Emergency Management.

13. Perform research as needed.
 - % C. Provide administrative support to the Affirmative Action Division.
 1. Review Affirmative Action Exemption plans.
 2. Manage/produce weekly Job Skills Bank mailings.
 3. Handle large AAD mailings.
 - % D. Establish, review, maintain and audit the work unit filing system.
 1. Set up, review, audit and maintain Director's filing and recordkeeping systems.
 2. Maintain Affirmative Action Office personnel files.
 3. Maintain training files for staff.
 4. Maintain commissions, committees and task force filing records.
 5. Maintain payroll records.
 6. Maintain routine office and financial records.
 - % E. Participate in purchasing activities.
 1. Enter requisition data; document receipts of goods into computer purchase systems for materials/supplies and other needs of office staff.
 2. Obtain necessary approvals and route appropriately.
 3. Maintain supplies log.
 4. Gather, analyze and report on the status of performance and budgetary data. Suggest cost-effective and/or efficiency measures to improve implementation of programs and make recommendations to Director. Assist in long-range planning activities for future program needs and requirements.
 - % F. Perform other related tasks.
 1. Provide back up for EOD Administrative Clerk, including serving cases.
 2. Assist staff as necessary in performing any of the special projects that the department might have as required by the division head, department managers, Common Council, or the commissions.
 3. Assist the Hearing Examiner when needed.
 4. Related work as assigned.
12. Primary knowledge, skills and abilities required:

Thorough knowledge of office procedures, methods, and equipment, including the relevant use of computers for word processing, spreadsheet and database management. Thorough knowledge of English composition, correct punctuation, spelling, grammatical usage, acceptable and business letter and report formats. Knowledge of proper office terminology. Knowledge of elementary account posting and data processing input procedures. Knowledge of Robert's Rules of Order. Ability to develop, implement and monitor office procedures. Ability to organize and oversee clerical work activities. Ability to set priorities and to schedule and distribute work as required. Ability to use office equipment effectively, including telephones, copiers, fax machines, computers, etc. Ability to use computer applications such as a word processor, spreadsheet and database program. Ability to interpret regulations and make decisions within prescribed policy. Ability to independently perform a delegated office function or assume an area of administrative responsibility. Ability to work well in a team environment. Ability to follow oral and written instructions. Ability to prepare finished letters, memorandums and reports from rough draft, outline or original composition. Ability to proofread. Ability to set up, maintain and utilize filing systems, and organize relevant materials in either alphabetic or numeric order. Ability to collect, organize and summarize data as directed. Ability to prepare statistical reports. Ability to make relevant mathematical computations. Ability to communicate effectively, both orally and in writing. Ability to establish and maintain effective working relationships, including with the Wisconsin ERD and federal EEOC as related to upholding and honoring respective worksharing agreements. Ability to interact with a diverse population both in the DCR, commissions and with the clients that use DCR services. Ability to remain calm when dealing with irate customers. Ability to understand

and explain departmental or programmatic regulations. Ability to maintain a high level of difficult public contact, and to effectively communicate programmatic information. Ability to serve as the first level of client contact and problem resolution and to effectively refer inquiries. Ability to take detailed complex information/instructions and break it into simple information/instructions for clients. Ability to handle pressure and time sensitive duties.
Ability to maintain adequate attendance.

Ability to type at least 40 wpm with 10 or less errors.
Ability to attend monthly evening meetings and take minutes for the meetings and enter them into the City's meeting program.

13. Special tools and equipment required:

None.

None.

14. Required licenses and/or registration:

None.

None.

15. Physical requirements:

Able to sit for long periods while operating a computer; able to lift items weighing up to 50 pounds, repetitive lifting and bending.

Ability to spend a majority of time sitting while operating a desktop computer and/or telephone. Ability to provide excellent customer service. Ability to lift up to 10 pounds.

16. Supervision received (level and type):

Performs work under the general supervision of supervisor.

Direct supervision by the Manager of the Equal Opportunities Division.

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.