

## CITY OF MADISON POSITION DESCRIPTION

1. Name of Employee (or "vacant"):  
Leslie Starczewski  
Work Phone: 266-4454
2. Class Title (i.e. payroll title):  
Program Assistant 2
3. Working Title (if any):  
Program Assistant
4. Name & Class of First-Line Supervisor:  
Dick Grasmick, Information Technology Director  
Work Phone: 266-4202
5. Department, Division & Section:  
Information Technology
6. Work Address:  
210 MLK Jr Blvd, Room 500, Madison WI
7. Hours/Week: 38.75  
Start time: 7:30am      End time: 4:00pm
8. Date of hire in this position:  
9/15/03
9. From approximately what date has employee performed the work currently assigned:

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10. Position Summary:

This is responsible paraprofessional and technical work relative to the development and implementation of Department of Information Technology administrative programs and functions. The work involves the provision of support to the Director of Information Technology and other professional IT staff. Assist in coordinating communications between the combined units of IT by providing reports and insights into the functional and financial status of the agency. The work includes the performance of a wide variety of activities such as: development and implementation of budgetary documentation and fiscal controls, data collection and analysis, payroll, personnel, purchasing, implementing and maintaining administrative functions, project leadership and/or assistance, and participation in the Plan Team and other teams as assigned. This work is performed under the general supervision of the IT Director and with a high degree of independence and discretion.

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

20% A. Purchasing and Budget

1. Process purchasing requests from all City agencies for IT hardware and software. Solicit quotes and select vendors for a variety of hardware and software products. Order, track shipments, and authorize payments.
2. Asset management of IT purchases.
3. Reconcile IT purchasing cards monthly.
4. Process inter-agency authorizations and allocate expenses to other City agencies when appropriate.
5. Develop and implement budgetary documentation for operating and capital budgets. Provide salary and other budget projections. Prepare budget document for submission.
6. Develop and maintain financial and statistical reports and controls.
7. Track expenditures and recommend fund transfer(s).
8. Represent the IT Director in routine budgetary matters.

20% B. Administrative Services

1. Coordinate personnel transactions. Process certifications for hire and schedule interviews. Provide orientation to hourly employees.
2. Perform payroll activities. Provide liaison with the Payroll Unit in resolving problems.
3. Provide guidance to managers relative to confidential and sensitive personnel and payroll issues. Maintain confidential records.
4. Process training requests and coordinate all travel.
5. Develop comprehensive departmental recordkeeping systems. Assess and resolve individual or systemic issues.
6. Perform a variety of research-related activities by extracting situational information from records, or by developing and implementing various survey or statistical reporting systems.
7. Process resolutions and contracts.

35% C. 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. Coordinate use and maintenance of the City's IT Training Facility. Work with IT staff and vendors to provide a high quality, state-of-the-art computer training facility. Develop and maintain policies for use of the facility and procedures for reserving the space.
3. Act as Electronics Recycling (E-cycling) Coordinator. Monitor and ensure all workstations, laptops, printers and other peripherals are properly reused or de-manufactured according to EPA recommendations and consistent with APM 4-7.
4. Participate as a member of the Plan Team and other teams as assigned. Act as facilitator and provide information and input as required. Maintain project status report for all IT projects.
5. Complete reports, studies, or other projects by gathering data or by assisting in the assessment of individual or systematic problems.
6. Administer Microsoft and Adobe licensing for the City of Madison. Liaison with the State of Wisconsin Dept of Administration for the participation in the Microsoft Select Agreement. Ensure compliance with software licensing regulations and maintain database for all licenses purchased.
7. Act as spokesperson for projects managed with a diversity of City business contacts and in relationship to external agencies.

25% D. Records Coordinator

1. Coordinate the Records Management program for the City of Madison. Ensure compliance with MGO 3.70 and APM 3-6. Recommend updates to the ordinance and APM as needed.
2. Assist in the development of electronic document management policies and procedures with respect to established records retention and disposition schedules. Ensure compliance with Wisconsin Department of Administration Chapter Adm 12 requirements regarding electronic records storage.
3. Liaison with the State Records Center and the Wisconsin State Historical Society.
4. Attend the Wisconsin DOA Records Management Committee and/or Public Records Board (PRB) meetings.
5. Assist in the development and maintenance of the City of Madison General Records Schedule. Assist City agencies with determining appropriate dispositions for records and process Record Disposition Authorizations through the PRB.
6. Coordinate the State Records Center Destruction/Transfer process for all agencies.
7. Authorize access to the State Records Center (SRC) website for new agency records custodians and provide training as needed.
8. Represent the City of Madison IT Director and Records Management System with issues relating to the PRB, State Records Center, and State Historical Society.

12. Primary knowledge, skills and abilities required:

Working knowledge of software licensing regulations and procedures. Knowledge of advanced techniques in MS Office applications. Knowledge of City purchasing processes and procedures. Ability to maintain confidentiality with access to sensitive information and correspondence. Working knowledge of business administration principles and procedures. Working knowledge of budgetary methods, forms and controls. Knowledge of office practices and procedures. Knowledge of records management methods 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 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:

15. Physical requirements:

16. Supervision received (level and type):

General

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).

Leslie Starczewski  
EMPLOYEE

5-6-09  
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).

Richard Grossman  
SUPERVISOR

5-6-09  
DATE

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