

CITY OF MADISON POSITION DESCRIPTION

1. Name of Employee (or "vacant"):
Andrea Freedman
Work Phone: 266-6505
 2. Class Title (i.e. payroll title):
Program Assistant I
 3. Working Title (if any):
 4. Name & Class of First-Line Supervisor:
Aaron Olver 2118
Work Phone: 261-9983
 5. Department, Division & Section:
Department of Planning & Community & Economic Development, Economic Development Division
 6. Work Address:
215 Martin Luther King Jr. Blvd. Room 312
 7. Hours/Week: 38.75
Start time: 7:30a End time: 4:00p
 8. Date of hire in this position:
3/9/08
 9. From approximately what date has employee performed the work currently assigned:
2010
-

10. Position Summary:

This position consists of responsible professional work characterized by a wide variety of administrative functions such as assisting in development, implementation and monitoring the budget, payroll, personnel, billings, record keeping systems and administrative/staff support services. This position serves as a generalist relative to Real Estate activities; assisting in monitoring, coordinating & follow up on projects. This work is performed with a high degree of independence and discretion, and involves the handling of confidential matters.

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

- 60% A. Coordinate & Manage Monthly Real Estate Program Activities
1. Responsible for lease, encroachment, license, permit, etc. fee collection
 - a. Run monthly report on payments due
 - b. Mail documents, process and record payments, process deposits
 - c. Act as liaison to customers regarding agreements with the City

2. Monitor and maintain insurance requirements per agreements in compliance with City Risk Manager
 3. Provide monthly project status report
 4. Assist Real Estate Agents; identify needs, create & develop reports
 5. Prepare and file 1099 IRS tax forms annually
- 15% B. Accounting, Purchasing & Budget Functions – Utilize SxD system, some bookkeeping skills necessary
1. Responsible for purchasing activities of EDD and CDA
 - a. Prepare, process and track, purchase orders and contracts
 - b. Manage and reconcile Pcard purchases
 - c. Assist in evaluation of purchase requests based on budget parameters
 2. Process payments to vendors; contact for Comptroller and Treasurer's offices
 - a. Verify proper account string use
 - b. Maintain vendor files
 3. Manage DPCED Capital Budget. Produce Budget for review by Department & Division Heads. Provide projections and monitor Operating Budgets.
 - a. Responsible for entry, proofing & submission of Capital Budget for DPCED
 - b. Responsible for EDD and CDA data and text entry, proofing and submission
 - c. Participate in departmental budget preparation for Capital & Operating Budgets
 - d. Responsible for wage and benefit calculations for EDD & CDA staff
 4. Prepare & Review deposits for division, post deposits to ledger, maintain records
- 10% C. Office Management – for EDD & CDA
1. Develop & Coordinate office staff procedures
 2. Assist and direct staff and public, liaison for other City agencies
 3. Supervise and allocate duties to Clerk Typist
 4. Maintain all office supplies and equipment
 5. Assist staff with computer programs and related questions
- 5% D. Payroll / Personnel Functions
1. Payroll entry & submission and process personnel paperwork, maintain personnel files
 2. Process training requests & travel reimbursements
 3. Create appropriate account strings for new projects
 4. Keep up to date on personnel policies & procedures, provide relevant information to staff members
- 5% E. Assist EDD & CDA Division Directors and EDD Department Managers
1. Contact & coordinate with Mayoral staff and Alders
 2. Assist with calendars, contacts & scheduling
 3. Assist in handling confidential matters
 4. Respond to inquiries regarding departmental programs and operations
 5. Field and direct public requests
- 5% F. Legislative Files
1. Enter and track resolutions, minutes & agendas in Legistar
 2. Maintain resolution log
- G. Miscellaneous Functions
1. Provide general administrative support; filing, copying/scanning, errands

12. Primary knowledge, skills and abilities required:

Thorough knowledge of administrative office practices and procedures. Working knowledge of English composition, correct punctuation, spelling, grammatical usage and acceptable business letter and report formats. Knowledge of business math, basic accounting and budgeting practices. Ability to work on numerous projects and keep information confidential. Ability to type. Ability to gather, organize, review and report information. 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 to meet deadlines. Ability to use the telephone effectively. Ability to prepare basic financial and statistical records. Ability to make decisions within policy constraints. Ability to perform mathematical calculations and maintain accounting records. Ability to communicate effectively both in writing and orally. Ability to maintain effective working relationships with employees, managers and the public. Ability to provide administrative support to professionals. Knowledge of computer operations, including Word, Power Point, Excel, Sharepoint/Knowledgelake and Access database management. Basic knowledge of real estate principles helpful.

13. Special tools and equipment required:

Ability to use standard office equipment; computers, calculators, printers, telephones.

14. Required licenses and/or registration:

Driver's license

15. Physical requirements:

Ability to run errands, type, write and file documents.

16. Supervision received (level and type):

Work is performed with a high degree of independence, discretion, judgment and confidentiality.

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

12-10-13
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. *and edited*
 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

12-11-13
DATE

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