

## CITY OF MADISON POSITION DESCRIPTION

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

Vacant

Work Phone: 266-4664

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

Administrative Assistant – Confidential

3. Working Title (if any):

Administrative Assistant to the Chief of Police

4. Name & Class of First-Line Supervisor:

Chief Noble Wray

Work Phone: 266-4664

5. Department, Division & Section:

Police Department, Executive Section

6. Work Address:

211 S. Carroll Street, Madison, WI 53703

7. Hours/Week: 7.75/38.75

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:

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

55%    A. Act as confidential Administrative Assistant for the Chief of Police.

1. Manage the Chiefs calendar, coordinating a wide variety of complex meetings with both internal and external personnel. This includes locating and setting up meeting rooms, and ensuring availability and set up of A/V equipment as needed. This may also include setting up travel and speaking engagements. In addition, this involves considerable ability to make appropriate scheduling adjustments while ensuring there are no scheduling conflicts, and that the Chief is aware of scheduling adjustments at all times.
2. Screen and prioritize calls and visitors requesting an appointment with the Chief. Deal with difficult people who wish to meet with the Chief of Police and/or complain about some aspect of Police Department activities. Utilize high level of discretion and understanding of Department issues and priorities to facilitate effective referrals to other appropriate personnel both within the Department and with other agencies.

3. Facilitate the flow of information to various levels of the organization, particularly command level personnel. Proofread and edit a wide variety of memos and correspondence on behalf of the Department to ensure a professional standard at all times.
4. Prepare reports, letters, memoranda, policies, and related documents. Research topics as requested. Assemble and analyze data as needed for reports.
5. Create Powerpoint presentations for various meetings and training. Maintain up-to-date skills with current presentation software in order to ensure dynamic presentations with current audio and visual capabilities.
6. Sort the Chief's mail and prepare appropriate responses in a timely and professional manner. Review and summarize miscellaneous reports and documents as needed by the Chief.

40% B. Act as Office Manager for the Executive Section

1. Coordinate work process for clerical personnel assigned to the Executive Section, managing workload and assignments. Establish work priorities and procedures for the Executive Section. Train, assign and monitor work responsibilities for clerical staff assigned to the Executive Section.
2. Ensure the professional level day-to-day function of the Executive Section with a high-level of customer service.
3. Manage the departmental policy review process, coordinating regular policy review committee work in updating all department policy. This requires in-depth highly specialized responsibility in working with the department PS&IA Lt. on ensuring timely review of all policies, ensuring that assigned committees meet regularly and complete any required updates, and following through with Assistant Chiefs in obtaining management approval for proposed changes.
4. Maintain all aspects of personnel data related to the Police Department. This includes updating personnel information in the Records Management System and effectively communicating all personnel status changes (including hires, retirements, promotions, etc.) to appropriate units. This also includes maintaining personnel folders for all employees in the confidential file room.
5. Maintain the electronic files for departmental memos, minutes and forms
6. Coordinate the department's commendation/performance recognition process
7. Track legislative referrals in the Legistar system, and make notifications to appropriate MPD personnel as needed.
8. Coordinate administrative support to various committees/commissions. Arrange committee meetings and prepare and distribute notices, minutes, and related materials.
9. Maintain current knowledge of key personnel and their function in various city agencies, and act as liaison between those agencies and the Executive Section as needed.

5% C. Maintain departmental documents and listings

1. Coordinate production of the department's Annual Report
2. Update departmental information for City of Madison; e.g., City Roster, Covered City Officials, and Government Handbook.
3. Update departmental lists; e.g., Assignment List, Organizational Chart, Notification List, IBM listings, Command Staff listings, Neighborhood Officers, Internal Phone List, Seniority List, Anniversary List

5% D. Perform and/or coordinate other special projects and program activities of the department as needed or appropriate.

12. Primary knowledge, skills and abilities required:

Thorough knowledge of office practices and procedures. Thorough knowledge of and ability to use computer software applicable to the duties of the position, to include Word, Excel, Outlook and Powerpoint. Must be able to develop extensive skill in utilizing the Police Records Management System. Working knowledge of business administration principles 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 supervise assigned clerical and administrative personnel and their activities. 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, including a high level of ability in grammar and proofreading. Ability to maintain adequate attendance. Maintain a high level of confidentiality.

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13. Special tools and equipment required:

NA

14. Required licenses and/or registration:

NA

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):

Report directly to Chief of Police.

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).

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EMPLOYEE

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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).

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SUPERVISOR

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DATE