

CITY OF MADISON POSITION DESCRIPTION

1. Name of Employee (or "vacant"):
ALANE BOUTELLE
Work Phone: 267-1197
2. Class Title (i.e. payroll title):
ADMINISTRATIVE CLERK I
3. Working Title (if any):
ADMINISTRATIVE CLERK I
4. Name & Class of First-Line Supervisor:
JOHN FAHRNEY
Work Phone: 266-9091
5. Department, Division & Section:
DEPARTMENT OF PUBLIC WORKS/ENGINEERING DIVISION – CONSTRUCTION & INSPECTION
6. Work Address:
1600 EMIL ST
7. Hours/Week: 38.75
Start time: 7:30 End time: 4:30
8. Date of hire in this position:
MARCH 1, 2013
9. From approximately what date has employee performed the work currently assigned:
APPROXIMATELY JULY 1, 2014

10. Position Summary:

This is responsible administrative support work, basic program coordination and implementation of Engineering Construction & Inspection programs and functions. This work necessitates judgment, discretion, and initiative in the development, interpretation, application and coordination of policies, procedures, and processes. Work is characterized by on-going responsibility for assigned program support activities. Employees in this classification may serve as an agency/department/division payroll clerk. This work is performed with a high degree of independence and discretion under the general supervision of the Engineering Construction Engineer. Work is normally assigned in terms of program objectives and directives and employee is responsible for establishing the necessary administrative procedures, methods and controls. 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.)

45% A. Public Works Contract Administration,

- Prepare contract documents for execution. Main contact with contractors for executing contracts. Resolve issues with contracts that are incorrectly or incompletely executed. Route contracts for signature and issue Public Works Contract plans and specifications.
- Public Works Bidding: Maintain Plan Holder List, assist with bid openings, prepare bid tabulations and disseminate bid results, verify bonding agents, create bid opening tabs and partial payment forms
- Verify prequalification of contractors and bonding agents.
- Verify targeted business participation goals, receive and review subcontractor lists and workforce profiles and forward to City Engineer for approval.
- Receive and review sub contractor lists and review workforce profiles and forward to City Engineer for approval and make information available to appropriate City staff and direct to BPW for approval as needed.
- Prepare Pre-Award Checklist and award letter and start work letters.
- Electronic Bidding: assist with development and implementation; promoting and educating contractors
- Maintain information on web site such as posting addenda for contracts
- Best Value Contracting (BVC). Assist contractors & subcontractors with BVC requirements. Request, obtain and maintain apprenticeship documentation from contractors to extent required by MGO 33.07(7). Track apprenticeship utilization and or exemptions in contract database for BVC.
- Solicit feedback from contracting community, trade training bodies regarding BVC requirements. Prepare yearly report on apprenticeship usage by trade as part of the Best Value Contracting Ordinance.
- Communicate with general contractors, subcontractors and City staff (project engineers, inspectors, DCR, Engineering administrative staff) regarding requirements, missing information that would prevent contractor from beginning work on contract or hold up partial payment request.
- Promote and maintain records of Annual/Biennial Bid Bond, public works contracting opportunities through Ad for Bid listserv.
- Provide and interpret program procedure information to customers. Refer technical questions to appropriate City staff.
- Establish and maintain related filing and recordkeeping systems.
- Development and Implementation of related administrative processes.
- Data Entry: Maintain public works contract database.
- Assist supervisor in follow-through activities relative to on-going clerical functions.
- Recommend procedural changes or guidelines based on observed program needs.
- Perform related work as required.

45% B. Provide administrative and clerical support relative to Construction & Inspection Section.

- Assist with maintenance of various databases.
- Process documents based on procedural knowledge for various administrative support programs.
 - Verify payroll with actual reported hours and enter to database. Record overtime offers to database and run reports.
 - Process CROS and requisitions. Receipt goods as received.
 - Assume responsibility for follow-through on administrative details.
 - Verify accounts are within established contingency prior to processing disbursement requisition
 - Verify Inspector final quantities, process final payment including final affidavits. This information is also used for as-built records.
 - Process substantial completion letters
 - Process warranty letters
- Assist in preparation of periodic or special statistical reports. Research information from historical records, files, and/or operational reports. Tabulate and format data as applicable.
- Attend Contractor Meetings and prepare minutes

- Assist with review and modifications to City of Madison Public Works contracting processes including: prevailing wage; workforce profiles; affirmative action compliance; online bidding; Best Value Contracting
- Assist with preparation of operating budget for Engineering Construction Section
- Assist in providing telephone coverage and answer general phone number for construction section, direct calls to appropriate staff.
- Receive and input material ticket quantities for Public Works construction projects.
- Assist supervisor in follow-through activities relative to on-going clerical functions.
- Establish and maintain related filing and record keeping systems.
- Disseminate information to contractors and general public. Refer technical questions to appropriate City staff.
- Organize and assist with special projects as necessary.
- Recommend procedural changes or guidelines based on observed program needs.
- Purchase and maintain office supply inventory
- Perform related work as required.

- 8% C. Provide administrative and clerical support to the City of Madison's Sidewalk Replacement and Resurfacing Program.
- Data entry: Sidewalk Replacement Program databases.
 - Disseminate information to customers including the use of City of Madison website. Refer technical questions to appropriate City staff.
 - Prepare brochures & reports
 - Process sidewalk repair rebate disbursements, street terrace permits and sidewalk repair requests.
 - Recommend procedural changes or guidelines based on observed program needs.
- 2% D. Provide backup administrative and clerical support to Operations Section.

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. Knowledge of elementary account posting and data processing input procedures. Working knowledge of related City policies; practices; procedures and governing laws, ordinances, statutes and/or regulations pertaining to the department/division; knowledge of engineering nomenclature. Ability to develop, implement and monitor office procedures. Ability to organize and oversee clerical work activities. 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 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 and meet deadlines. Ability to prepare basic, statistical and programmatic reports. Ability to make decisions within policy constraints and to interpret complex departmental, City or funding source policies to the general public; the business community; or other special interest groups. Ability to supervise clerical staff. 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 make relevant mathematical computations. Ability to establish and maintain effective working relationships. Ability to communicate effectively, both orally and in writing. 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 maintain adequate attendance.

13. Special tools and equipment required:

Personal computer; MS Word, Excel, Access, Outlook, Powerpoint; Adobe Writer, Contribute; Publisher