

**CITY OF MADISON POSITION DESCRIPTION**

CITY OF MADISON  
HUMAN RESOURCES

2015 FEB 17 AM 9:18

1. Name of Employee (or "vacant"):  
Mark Benno  
Work Phone:
2. Class Title (i.e. payroll title):  
Administrative Services Manager
3. Working Title (if any):
4. Name & Class of First-Line Supervisor:  
Greg Mickells  
Work Phone:
5. Department, Division & Section:  
Madison Public Library
6. Work Address:
7. Hours/Week:  
Start time:                      End time:
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, professional and managerial work in supporting and facilitating the overall mission and goals of the Madison Public Library. This leadership position participates in library planning and evaluation with the Library Management Team. The position is responsible for collaboratively developing facilities and directing the programs and staff involved in improving and maintaining MPL facilities in order to meet the library's customer service goals. This position will direct business office programs and staff, and will provide diverse project management and research and analytical reports and will assist the Director in preparing and managing the library operating and capital budgets. Under the general supervision of the Director, work is performed with considerable independence.

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

- 20% A. Participate in overall library planning and evaluation.
1. Work with senior staff in the development, interpretation and implementation of policies and plans for improved library service.
  2. Work with senior staff to plan and coordinate efforts to evaluate and improve the effectiveness of Library operations and activities.
  3. Complete required annual reports.
  4. Conduct related analytical studies, research, and data analysis.
  5. Manage and oversee special projects.
- 30% B. Direct facilities management, programs and staff including collaborative planning for facilities development and improvements, oversight of buildings and grounds; oversight of building systems, e.g., security, theft detection, phone systems; equipment; service and vendor contracts, and disaster planning.
1. Be primary contact for the City/County, Fire, and Police Emergency Contact list for after hours emergencies and coordinating emergency management.
  2. Direct maintenance staff and programs, and work with City of Madison contacts and outside contractors in the maintenance, repair and improvement of library facilities and equipment.
  3. Plan for and oversee the implementation of technology improvements in a highly complex consortial environment.
  4. Monitor, evaluate and maintain most efficient logistical operations
- 20% C. Represent the Library on various City teams and committees, such as Civil Rights Coordinator, and Long Range Facility Planning.
1. Act as main Library Representative to City agencies that directly impact Library facilities and business operations: City Real Estate, City Engineering, Streets, Information Services, Fleet Services, Civil Rights (Accommodations) and Water Utility
  2. Work with City Finance, City Attorney, Purchasing and Human Resources as required.
  3. Act as Library Custodian of Records.
- 30% D. Assist the Director in the preparation and oversight of the annual operating and capital budgets. Assumes primary responsibility for the preparation, management, and submission of capital budget.
1. Coordinate public input and design of major capital projects, including public meetings, design meetings, and relations with contractors and developers.
  2. Supervise Program Analyst who oversees event bookings.
  3. Supervise Library support services and staff including computer service staff, event support staff, in-house printer dock manager, and Library Planner.
  4. Coordinate operations of on-site vendors such as café, caterer, and event coordination.
  5. Perform related work as required.

12. Primary knowledge, skills and abilities required:

Thorough knowledge of relevant public administration, management and business practices and procedures. Working knowledge of related financial and accounting practices and procedures (e.g., relevant to the preparation and management of public service budgets and related reporting). Working knowledge of facilities management and related practices. Working knowledge of food service industry and its effective operation. Working knowledge of the application of management and automated accounting systems in meeting business needs. Working knowledge of related software (i.e., Windows based spreadsheet and word processing software). Strong customer service orientation. Ability to communicate effectively both orally and in writing. Ability to work effectively with senior library staff and with professional and support staff to carry out projects. Ability to coordinate the administration of diverse work units. Ability to maintain adequate attendance.

13. Special tools and equipment required:

14. Required licenses and/or registration:

15. Physical requirements:

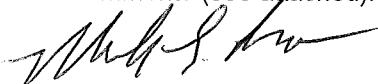
16. Supervision received (level and type):

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).



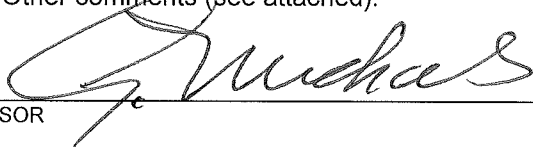
2/16/15

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).



2-16-2015

SUPERVISOR

DATE

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