

CITY OF MADISON POSITION DESCRIPTION

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

Vacant – New position

Work Phone:

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

3. Working Title (if any):

4. Name & Class of First-Line Supervisor:

Paul R. Soglin, Mayor

Work Phone: 608-266-4611

5. Department, Division & Section:

Office of the Mayor

6. Work Address:

210 Martin Luther King, Jr. Blvd.

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 professional work involving the Mayor, the Common Council, the Attorney's Office, and other departments and divisions to comprehensively manage and provide overall coordination and ensure efficient operation of the City of Madison's many boards, commissions and committees. The City of Madison has over 100 such bodies with several hundred appointments made annually. The position focuses on strategies to increase and promote a racially and otherwise diverse membership within these bodies, collaborates with other appointing authorities, and organizes training around board, commission, and committee process and procedure. The position reports directly to the Mayor and has the authority to independently manage, coordinate and perform all duties related to the Mayor's committee appointments process.

This position is also responsible for development and management of grants and contracts with community-based and private organizations that receive direct funding through the City of Madison Mayor's Office. This will entail administration, coordination, and evaluation of various grants; development of related policies, strategies, processes and procedures; and technical assistance for

funded entities. In addition, this position will oversee the City of Madison Sister City Program. This will include acting as the liaison to the Sister City committee, cultivating relationships and coordinating cultural exchanges, and hosting and coordinating visiting delegations. The position also directly supervises two Mayoral Office Clerks and is responsible for the Mayor's office payroll and the review and approval of time and expense claims submitted by compensation group 21 managers.

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

- 55% A. Manage, coordinate and administer all aspects of the Mayor's appointment process to ensure the smooth running of the City's boards, commissions and committees.
 - 1. Develop strategies for recruitment with focus on increasing the diversity of committee membership to better represent the City's population.
 - 2. Brief the Mayor and Deputy Mayors on vacancies, candidate information, demographics, etc to ensure appropriate placements.
 - 3. Ensure appointments are made in compliance with state statute, city ordinance, resolution, etc.
 - 4. Collaborate with agencies to create new committees, provide recommendations and technical assistance.
 - 5. Develop and maintain relationships with various appointing authorities such as, State, County, UW, etc.
 - 6. Coordinate training for committee staff and all committee members in collaboration with the City Attorney's Office.
- 25% B. Develop and manage contracts and loan agreements with funded entities, in accordance with pre-established guidelines and adherence to relevant regulatory and financial frameworks.
 - 1. Manage grants, overseeing contracts for a diverse array of projects and services with both nonprofit agencies and private developers.
 - 2. Maintain regular communication with funded entities, providing technical assistance and problem solving support, as needed, in order to enhance project, program or agency effectiveness.
 - 3. Maintain project and/or program records and manage disbursement of funds. Monitor contracts for program and financial compliance.
 - 4. Evaluate performance outcomes.
 - 5. Prepare and submit summaries or reports required by funders.
- 15% C. Manage and administer Madison's Sister City program.
 - 1. Serve as the liaison to the City's Sister City Committee.
 - 2. Manage the Sister City budget.
 - 3. Host and coordinate visiting delegations from Madison's various sister cities across the globe.
 - 4. Cultivate and maintain relationships and coordinate cultural exchanges; representing the Mayor's Office at cultural events.
- 5% D. Supervise mayoral office clerks.
 - 1. Supervise Mayoral Office Clerks, including scheduling work, approving leave, managing performance, etc.
 - 2. Manage Mayor's office payroll and approve leave for CG21 employees.
 - 3. Review and approve expense claims for CG21 employees.
 - 4. Perform related work as required.

12. Primary knowledge, skills and abilities required:

Working knowledge of loan and grant program principles and processes, including grant writing, contract administration and related laws and regulations. Working knowledge of business administration, including financial management, general accounting, and program and business planning. Working knowledge of the principles and practices of accounting and public finance. Working knowledge of community and social resources. Working knowledge of and ability to use computer software applicable to the duties of the position. Knowledge of Madison General Ordinances, resolutions, administrative procedure memoranda and other legislation as it pertains to boards, commissions and committees procedures and the mayoral appointment process. Knowledge of Common Council procedures and deadlines. Knowledge of Affirmative Action, EEOC and Fair Labor Standards Act. Knowledge of the full range of supervisory principles and practices, including labor relations and human resource management. Ability to serve as a system administrator for the Legistar system. Ability to make decisions within policy constraints and to interpret complex city and departmental policies and explain to the general public, external organizations and committee members and staff, as necessary. Ability to plan, prioritize, organize and coordinate multiple tasks and maintain excellent attention to detail. Ability to research, analyze and present information of a diversified nature. Ability to gather, organize, review, summarize and report information clearly and concisely. Ability to exercise considerable independent judgment. Ability to maintain a high-level of professionalism and discretion in the performance and coordination of work and special activities relating to the Mayor's office and its activities. Ability to prepare and review financial feasibility studies and pro-formas. Ability to perform related analyses. Ability to collect and analyze related data and to compile and present reports and recommendations. Ability to manage and monitor capital and operating budgets. Ability to evaluate the effectiveness of grant-funded programs. Ability to interpret related regulations and ordinances. Ability to develop consensus and negotiate within pre-established parameters. Ability to learn reconciliation processes for various IT systems. Ability to supervise and motivate people and deal with diverse commissions, committees and councils. Ability to apply critical thinking and problem solving techniques to a wide array of issues. Ability to follow written and/or oral instructions. Ability to develop and maintain effective working relationships with a wide variety of individuals and organizations in both the public and private sector. Ability to lead or supervise administrative and professional staff. Ability to communicate effectively both orally and in writing. Ability to work effectively with multi-cultural communities. Ability to maintain adequate attendance.

13. Special tools and equipment required:

Ability to meet the transportation requirements of the position.
Ability to use computers.

14. Required licenses and/or registration:

None.

15. Physical requirements:

Employees in this classification may be expected to visit various businesses/residences in order to conduct audits relative to grant expenditures. Employees will be expected to perform a large majority of work at a computer terminal and using a telephone.

16. Supervision received (level and type):

This position requires little to no supervision and reports directly to the Mayor.

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

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).

SUPERVISOR

DATE

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