

CITY OF MADISON POSITION DESCRIPTION

CITY OF MADISON
HUMAN RESOURCES

2017 MAR -2 AM 8:19

1. Name of Employee (or "vacant"):
Caroline Haskin
Work Phone: 266-4767
2. Class Title (i.e. payroll title):
3. Working Title (if any):
4. Name & Class of First-Line Supervisor:
Lynn Christoph, Traffic Operations Manager
Work Phone: 608-266-4769
5. Department, Division & Section:
Transportation, Traffic Engineering, Support Services
6. Work Address:
1120 Sayle Street
7. Hours/Week: 38.75
Start time: 07:00am End time: 3:15 pm
8. Date of hire in this position:
08/20/2012
9. From approximately what date has employee performed the work currently assigned:
01/01/2015

10. Position Summary:

This is a highly responsible paraprofessional and technical position assigned to provide support to the Traffic Engineering Field Operations Unit in the Support Services Section, and also provides agency-wide support and assistance relating to budget/financial data. The work involves coordinating and implementing computerized systems relating to the Communications, Electrical and Signing/Marking Sections. This work is performed with a high degree of independence and discretion, under the general supervision of the Traffic Operations Manager.

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

- 45% A. Project Coordination, Implementation, Data Collection and Financial Reconciliation.
1. Create and maintain detailed record keeping systems from which cost analysis or productivity data can be extracted.

2. Receive and review incoming work orders from Engineer staff. Verify plans/maps/specifications and billing information for completeness and accuracy. Assign to appropriate section and notify staff of tracking requirements.
 3. Verify project account numbers and funding availability.
 4. Create spreadsheets to collect data on labor, equipment & material costs for on-going projects. Provide reports as requested to engineers, operations analyst, or supervisors.
 5. Prepare detailed cost summaries for completed projects.
 6. Reconcile material purchases between operating and capital budgets on a monthly basis.
 7. Act as liaison between engineers, operations analyst, field operations supervisors, leadworkers and field staff relating to data collection and distribution.
 8. Develop and prepare management information reports using computerized inquiry systems. Prepare special reports and data analysis as requested.
 9. Prepare budget reports and assist field operations supervisors with reviewing budget data.
- 20% B. Coordinate Computer & Network Activities.
1. Serve as primary technical liaison with IT staff and other city agencies as needed.
 2. Provide technical support to field staff; troubleshoot computer problems and develop solutions.
 3. Participate in evaluating programs and/or software, i.e., Diggers Hotline, Asset Management, Work Order and Billing systems. Make recommendations.
 4. Assist with coordinating installation, modification, maintenance, and implementation of specialized software and general computer and network applications compatible with the needs of the department.
 5. Review department needs and authorize software permissions.
 6. Assist with developing procedural documentation for staff usage.
 7. Provide computer training to staff as needed.
- 10% C. Provide Purchasing & Payment Processing Support
1. Process requests for materials and supplies including entering requisitions.
 2. Review and monitor status of purchase orders.
 3. Receipt materials and supplies, coordinate inspection and product review.
 4. Confirm invoice accuracy; process pay requests.
 5. Review receipts, assign account numbers and process P card statements in the financial system on a monthly basis.
 6. Administer department Safety Shoe program; process other employee expense claims.
- 20% D. Process Billings for Electrical Section Services
1. Input & review work reports for external and interagency work. Invoice and track payments in financial system. Coordinate follow up with Risk Management and other governmental agencies as needed.
 2. Summarize and review work report data related to 175 locations. Prepare & invoice other governmental agencies on a quarterly basis.
 3. Respond to, or direct billing inquiries to appropriate staff.
 4. Gather and reconcile data for financial tracking by task as needed.
- 5% E. Miscellaneous Services
1. Assist with identifying and improving workflows, programs, and procedures within each section and make recommendations as needed.
 2. Assign field crews for emergency work; coordinate with MG&E, Madison Metro, Alliant Energy, City of Madison web site, 911 Center, Diggers Hotline, and other government agencies as needed.
 3. Provides assistance to Traffic Operations Manager as needed. Provides assistance to Administrative Clerk and Storekeeper as needed, or serves as a back up in their absence.
 4. Performs other duties as assigned.

12. Primary knowledge, skills and abilities required:

Thorough knowledge of and ability to use computer software applicable to the duties of the position, including spreadsheets and databases. Working knowledge of financial and bookkeeping terminology, practices and principals. Ability to collect, analyze and summarize data. Ability to provide technical support to computer users and provide problem resolution/troubleshooting. Ability to develop, manage and maintain data collection systems. Ability to make and verify mathematical calculations and to prepare reports summarizing a variety of information. Ability to accurately prepare and reconcile reports, journal entries and other financial entries in the existing financial system. Working knowledge of office practices and procedures. Ability to assist in the resolution of operational problems. Ability to develop and implement operating procedures. Ability to exercise judgment and discretion. Ability to establish and maintain effective working and public relationships. Ability to communicate effectively both orally and in writing. Ability to maintain adequate attendance

13. Special tools and equipment required:
Crystal ball

14. Required licenses and/or registration:

Possession of a valid driver's license or ability to meet the transportation requirements of the position.

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):

General

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).

Agn M. Christoff
SUPERVISOR

2/28/17
DATE

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