

CITY OF MADISON POSITION DESCRIPTION

1. Name of Employee (or "vacant"):
Amanda, Lythjohan
 2. Class Title (i.e. payroll title):
Administrative Assistant Confidential (17/14)
 3. Working Title (if any):
 4. Name & Class of First-Line Supervisor:
Paul Kronberger, Director
Work Phone: 266-4202
 5. Department, Division & Section:
Information Technology
 6. Work Address:
210 MLK Jr Blvd, Room 500
 7. Hours/Week: 38.75 100%
Start time: 8:00 End time: 4:30
 8. Date of hire in this position:
10/12/2015
 9. From approximately what date has employee performed the work currently assigned:
1/1/2016
-

10. Position Summary:

This is responsible administrative support and/or programmatic work in the Information Technology Department. The work requires exercising considerable judgment and discretion in the interpretation and application of policies and the development of operating systems and procedures. This position works under the general supervision of the department head.

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

50% A. Purchasing

1. Process purchasing requests for all City agencies per IT staff for IT hardware and software.
2. Request quotes from vendors and determine availability of piggybacking on state and/or regional contracts.
3. Order, track shipments, and initiate invoice approval process. Process returns as necessary.
4. Develop tools and processes to better utilize Munis purchasing functionality.
5. Reconcile billing issues with vendors and/or Finance Dept.
6. Manage IT assets. Record new assets, remove assets that are disposed of or sent for recycling. Reconcile asset list quarterly.
7. Reconcile IT purchasing cards monthly.
8. Process inter-agency authorizations and allocate expenses to other City agencies when appropriate. Complete journal entry procedures
9. Order office supplies.
10. Coordinate contracts for purchase of services and maintenance/support. Ensure compliance with City Dept of Divil Rights, Risk Manager, and Purchasing requirements.

- 20% B. Payroll, Personnel and Training
1. Perform payroll activities to include importing payroll information and reconciling errors.
 2. Provide liaison with the Central Payroll Unit in resolving problems.
 3. Develop tools and processes to better utilize Munis payroll and HR functionality.
 4. Provide leave and payroll information to staff as requested.
 5. Process training requests and coordinate travel.
 6. Coordinate personnel transactions. Process certifications for hire and schedule interviews. Process personnel actions as needed. Provide orientation for hourly employees.
 7. Develop and provide confidential information for IT Director and other managers.
 8. Maintain an awareness of personnel policies and procedures and provide guidance to managers as required.
- 20% C. Administrative and Project Management
1. Coordinate the City's laptop and projector loan services and manage reservations. Process requests and ensure equipment is returned timely and complete. Make recommendations to the Help Desk Supervisor regarding equipment replacement and use.
 2. Act as Electronics Recycling (e-recycling) Coordinator. Monitor and ensure all workstations, laptops, printers and other peripherals are properly reused or demanufactured according to EPA recommendations and consistent with APM 4-7.
 3. Complete reports, studies, or other projects by gathering data or by assisting in the assessment of individual or systematic problems.
 4. Research information and perform other tasks in connection with special projects.
 5. Act as Administrator for software licensing and subscriptions.
 6. Provide support to HelpDesk Supervisor to ensure compliance with software licensing requirements.
 7. Include racial equity and social justice considerations in projects and initiatives.
 8. Provide administrative support to committees chaired by or staffed by IT .
 9. Take minutes at meetings and transcribe to prepare for electronic posting.
 10. Prepare meeting agenda materials and enter agenda and minutes in the City's electronic system (Legistar). Distribute agendas and related materials as required.
 11. Develop comprehensive department recordkeeping systems. Assess and resolve individual or systemic issues.
 12. Draft resolutions as requested and process through Legistar.
- 10% D. Budget
1. Develop and implement supporting schedules for operating and capital budgets
 2. Monitor and track expenditures throughout the year
 3. Record and track revenues and compare to budgeted amounts
 4. Prepare salary and other budget account projections
 5. Coordinate with managers, team leaders and staff on anticipated changes for the subsequent budget year(s)
 6. Prepare the department's operating and capital budgets for submission
 7. Develop and maintain financial and statistical reports and controls.
 8. Provide budget updates to Director and managers.
 9. Coordinate with budget and finance staff as necessary

12. Primary knowledge, skills and abilities required:

Knowledge of advanced techniques in MS Office applications. Knowledge of City purchasing processes and procedures. Working knowledge of software tools including Legistar (Legislative System), NeoGov (Human Resources Applicant Tracking System), Munis (Financial and Payroll System), Complex Spreadsheets (Operating and Capital Budgets), Visio and other systems. Ability to maintain confidentiality with access to sensitive information and correspondence. Working knowledge of business administration principles and procedures. Working knowledge of budgetary methods, forms and controls. Knowledge of office practices and procedures. Knowledge of records management methods 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. Working knowledge of software licensing regulations and procedures. Ability to develop and maintain effective recordkeeping systems. 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. Ability to maintain adequate attendance.

13. Special tools and equipment required:

14. Required licenses and/or registration:

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):

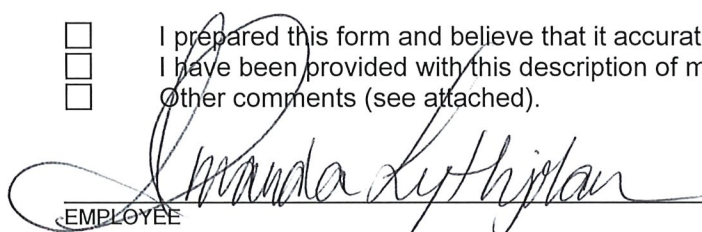
General supervision

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).



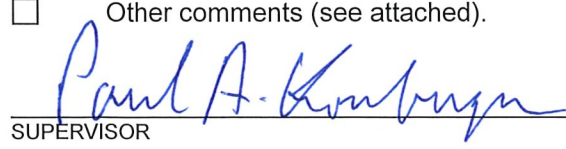
EMPLOYEE

5/4/17

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

5/4/2017

DATE

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

