

CITY OF MADISON POSITION DESCRIPTION

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

Ruth Ethington

Work Phone: 267-8727

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

Program Assistant 2

3. Working Title (if any):

Program Assistant 2

4. Name & Class of First-Line Supervisor:

Heather Stouder, Planning Division Director

Work Phone: 608-266-5974

5. Department, Division & Section:

Department of Planning, Community, and Economic Development, Planning Division

6. Work Address:

126 S Hamilton St.

7. Hours/Week: 38.75

Start time: 7:30 End time: 4:00

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 a highly responsible office management and administrative leadership position in the Planning Division of the Department of Planning and Community & Economic Development. This position functions as the office manager for and implements clerical and administrative support functions for the Division and Division Director, performing a variety of program related functions. The position provides a high level of assistance in the preparation and monitoring of the annual Planning Division Budget, preparation of bi-weekly payroll for Division staff, administrative support for confidential hiring and personnel processes, communication and administrative support for several committees and commissions staffed by the Planning Division, and program record keeping and reporting. The position involves daily use of MUNIS, Legistar, and MS Office applications. In early 2017, the position will begin to work collaboratively with another Program Assistant 2 in the DPCED to optimize workloads of an administrative support staff team in the DPCED relevant to Planning Division needs. The work requires exercising considerable judgment and discretion in the interpretation and application of policies and division operating systems and procedures and in carrying out required responsibilities. The position works under the general supervision

12. Primary knowledge, skills and abilities required:

Thorough knowledge of administrative office practices and procedures. Working knowledge of English composition, correct punctuation, spelling, grammatical usage, and acceptable business letter and report formats. Working knowledge of business math and basic accounting and budgetary practices. Working knowledge and ability to use computer software applicable to the duties of the position. Knowledge of supervisory principles and practices. Ability to prepare finished letters, memorandums, and reports from rough draft, outline or original composition. 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 use office equipment effectively, including telephones, copiers, fax machines, computers, etc. Ability to prepare basic financial, 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 monitor and budget resources. Ability to perform mathematical calculations and maintain accounting records. Ability to maintain effective working relationships with employees, managers and the public. Ability to communicate effectively both orally and in writing. Ability to maintain adequate attendance.

NOTE: Minimum typing requirements will be identified on a position-by-position basis at the time of recruitment not to exceed 40 wpm with 10 or less errors.

13. Special tools and equipment required:

None

14. Required licenses and/or registration:

None

15. Physical requirements:

None

16. Supervision received (level and type):

General supervision from the Planning Division Director.

17. Leadership Responsibilities:

This position: is responsible for supervisory activities (Supervisory Analysis Form attached).
 has no leadership responsibility.
x 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