

CITY OF MADISON POSITION DESCRIPTION

1. Name of Employee (or "vacant"):
Julie Cleveland
Work Phone: 266-4480
 2. Class Title (i.e. payroll title):
Word Processing Operator II
 3. Working Title (if any):
N/A
 4. Name & Class of First-Line Supervisor:
Kelly Bass, Program Assistant II
Work Phone: 266-4564
 5. Department, Division & Section:
Planning and Community & Economic Development/Office of the Director
 6. Work Address:
126 S Hamilton St
 7. Hours/Week: 38.75
Start time: 8:00a End time: 4:30p
 8. Date of hire in this position:
4/24/1996
 9. From approximately what date has employee performed the work currently assigned:
Since ~2010
-

10. Position Summary:

This is responsible administrative support work in the department with a focus on the Planning Division. Work is normally performed under the general supervision of a Program Assistant 2.

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

50% A. Urban Design Commission

1. Intake of submittals/performance completeness checks/follow-up with applicants for missing materials
2. Create Legistar files/attach PDFs/create file folders
3. Prepare submittals for packet distribution
4. Prepare agendas/minutes
5. Customer service with applicants
6. Meet with applicants at the front desk for Q&A
7. Create meeting reports from Secretary notes and meeting recordings

8. Distribution of packet materials to Commission members
9. Assist with room/meeting set-up
10. Maintain logs of UDC activities
11. Maintain file cabinets of projects

40% B. Planning Intake

1. Attend bi-weekly intake meeting
2. Create Accela CAPS for each submittal
3. Follow-through with applicants for missing materials
4. Deposit payments
5. Process submittals for distribution to City agencies/Alders/neighborhood associations
6. Maintain Accela records with updated information as needed
7. Meet with applicants at the front desk for Q&A

10% C. General Administrative Work

1. Postcards for public hearings
2. Maintain databases for Planning staff (neighborhoods and Madison Arts Commission)
3. Letters/memos/general correspondence
4. Scanning and file purging/maintenance
5. Front desk coverage
6. Inspection notices

12. Primary knowledge, skills and abilities required:

Thorough knowledge of office procedures, methods, and equipment, including the relevant use of computers for word processing, spreadsheet and database management. Knowledge of elementary account posting and data processing input procedures. Ability to develop, implement and monitor office procedures. Ability to organize clerical work activities. Ability to use office equipment effectively, including telephones, copiers, fax machines, computers, etc. Ability to use computer applications such as a word processor, spreadsheet and database program. Ability to interpret regulations and make decisions within prescribed policy. Ability to independently perform a delegated office function or assume an area of administrative responsibility. Ability to prepare statistical reports. Ability to make relevant mathematical computations. Ability to establish and maintain effective working relationships. Ability to communicate effectively, both orally and in writing. Ability to understand and explain departmental or programmatic regulations. Ability to maintain a high level of difficult public contact, and to effectively communicate programmatic information. Ability to serve as the first level of client contact and problem resolution and to effectively refer inquiries. 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).



EMPLOYEE

11-15-17

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

11.15.17

DATE

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