

**DANE COUNTY
POSITION DESCRIPTION**

Date: 10/24/14

Position No. 1594

Dept. No. County Board

1. **NAME OF EMPLOYEE:**
2. **DEPARTMENT/DIVISION:** County Board; Legislative Services
3. **WORK ADDRESS:** 210 Martin Luther King Jr., Blvd., City/County Building, Room 106B
4. **CLASSIFICATION OF POSITION:** Legislative Management System Specialist, P7
5. **NAME AND CLASS OF FORMER INCUMBENT:** Christine Ladell, P7
6. **NAME/CLASS OF FIRST LINE SUPERVISOR:** Karin Peterson Thurlow, County Board Office Chief of Staff
7. **APPROXIMATE DATES EMPLOYEE HAS BEEN PERFORMING WORK DESCRIBED BELOW:** April 2014
8. **DOES THIS POSITION SUPERVISE EMPLOYEES IN PERMANENT POSITIONS?**
Yes ☒ No ☐
9. **SUPERVISION RECEIVED:** General supervision
10. **SUPERVISORY RESPONSIBILITIES:** Lead worker for the .25 FTE in the County Clerk's Office
11. _____
Employee Signature **Date**
12. _____
Supervisor Signature **Date**
13. _____
ERD Staff Signature **Date**

POSITION SUMMARY: (Briefly describe what you consider to be the major purpose or objectives of your position. What are you attempting to accomplish in your position, or why do you feel your position exists?)

The Legislative Management System Specialist position serves as the primary technical assistance, administrative, and clerical support for the County Board Office. It provides 1) the initial point-of-contact for staff throughout county government on Legistar, the legislative management system; and 2) advanced administrative support to the County Board Chair, 36 additional County Board Supervisors, the County Board Office Chief of Staff, the Equity Coordinator and the Sustainability Coordinator. In addition, the position has extensive contact with and provides information to the general public, other county departments, department heads, managers and other employees who contact the County Board Office.

Under general supervision from the Chief of Staff, this position exercises independence and considerable discretion in responding to questions and inquiries. The position prioritizes a wide scope of activities and multi-tasks to meet the goals of the Office. These responsibilities, especially with respect to elected officials, require tact, broad-based knowledge of the County Board's duties, and the ability to perform at a high level. The position serves in a lead worker capacity, coordinating and overseeing the work of a position in the range G-17 housed in the County Clerk's Office which is assigned to the County Board Office for .25 FTE. Important and urgent matters are brought to the attention of the Chief of Staff and/or the County Board Chair.

The position serves as the primary technical support to employees throughout county government for the legislative management system, Legistar. The software is a tool to track the legislative process from file development, to introduction, referral, committee consideration, and finally to County Board and County Executive action. The position provides one-on-one support to the approximately 75 individuals throughout county government who use the software, serving as the initial point-of-contact for department staff experiencing computer problems, determining the nature of the issue, making corrections, and contacting Legistar personnel for additional technical assistance as necessary. Duties also include determining the level of security each user needs, and providing both individual and group training, as well as holding on-going training through brown bag sessions.

This position requires a broad understanding of all aspects of the County Board's activities and many issues which the board is pursuing. The position requires knowledge of the county's purchasing, payroll, and personnel systems, in addition to knowledge of the legislative activities of the board. The position performs duties that require knowledge of current laws and county ordinances to ensure legislation moves through the process properly and expeditiously. This position has primary responsibility for drafting the agenda for County Board meetings using the legislative management system, including working with other departments regarding the status of resolutions, ordinance amendments, and contracts; scheduling special matters, and ensuring that posting requirements are met. Payroll responsibilities include not only Office staff but also the 37 Board members, and members of Boards and Commissions. Additional duties include, but are not limited to, providing orientation and training of newly elected County Board supervisors, management of conference and training for supervisors and staff, monitoring of the Office budget, updating the Office website and working with the IT department to make improvements, maintaining the County Board Chair's schedule, composing and distributing correspondence, and drafting of memorial resolutions.

FUNCTIONS

FUNCTION A - 50%: COUNTY BOARD LEGISLATIVE MANAGEMENT SYSTEM USER SUPPORT

- A 1:** Serve as the primary contact for Legistar technical assistance in the county. Decipher, investigate, and answer questions from staff throughout county government regarding the Legistar software for legislative management. Respond to user phone calls regarding software, providing one-on-one support to determine and correct problems; contact software personnel for additional technical assistance as necessary.
- A 2:** Research and document problems that arise.
- A 3:** Working with the Chief of Staff, make requests for system design change and enhancements.
- A 4:** Serve as the primary point of contact for Legistar security, including:
 - A)** determine what level of security each user needs;
 - B)** change or disable user security when his/her job functions or employment changes;
 - C)** notify user when account has been established;
 - D)** provide instructions and information regarding Legistar;
 - E)** update Legistar tables and adjust user security as needed.
- A 5:** Investigate and test when access issues arise.
- A 6:** Notify users where updated procedures and fixes can be found.
- A 7:** Act as primary contact between Dane County Information Management and Legistar technical support. Verify updates and work with Legistar personnel and Dane County Information Management when problems occur.
- A 8:** Provide group and one-on-one training in legislative process and in Legistar for new staff and staff who request help, including developing training plans and materials.

FUNCTION B - 15%: COUNTY BOARD LEGISLATIVE AGENDA MANAGEMENT

- B 1:** Develop and draft the County Board agenda for bi-weekly County Board meetings, committees of the whole, and budget deliberations.
- B 2:** Coordinate and work closely with the County Clerk, the County Controller's Office, and county departments on matter relevant to the County Board agenda.
- B 3:** Develop the annual County Board meeting schedule for County Board Chair review and approval.
- B 4:** Compose memorial and recognition resolutions for the County Board, including preparation of presentation copies for families; compose letters to transmit legislation to the state and federal elected officials and other correspondence upon request.

FUNCTION C – 15% PROVIDE HIGHLY RESPONSIBLE ADMINISTRATIVE SUPPORT FOR COUNTY BOARD CHAIR, SUPERVISORS, AND STAFF

- C 1:** Assign and monitor work of the .25 FTE position in the County Clerk's Office that provides support to the County Board Office.
- C 2:** Communicate regularly with elected officials with tact and professionalism, including briefing the County Board Chair of issues of key importance that require his or her attention, and responding to requests from members of the County Board regarding correspondence, committee schedules, payroll, conference attendance, and general requests for information.
- C 3:** Respond to inquiries from local government officials, county agency staff, the media and the general public.
- C 4:** Serve as the administrative manager for the Office of the County Board including maintaining the resource library for use by County Board members and staff, serving as the receptionist for the Office, receiving and sorting mail, managing annual budget materials for board members and staff, maintaining the County Board Chair's schedule, managing special mailings, and assisting staff with committee agendas and materials.
- C 5:** Manage the conference and training process, with general direction regarding the number of attendees and the amount of costs to be reimbursed. Work with attendees to secure conference attendance approvals, complete the registration process, arrange for travel and lodging, process reimbursements, and monitor travel expenditures in relation to budgeted amounts.
- C 6:** Assist with preparations for committees of the whole and other special meetings and events.
- C 7:** Perform special projects as assigned.
- C 8:** Prepare quarterly reports on the County Board Office budget for County Board Chair and Chief of Staff review.

FUNCTION D- 15% MANAGE PAYROLL AND PURCHASING

- D 1:** Manage payroll for 37 County Board supervisors, citizen members of boards and commissions, and Board Office staff, including calculation of per diems and mileage, and assignment of costs to multiple funds. Respond to questions regarding pay, monitor expenditures relative to budget for per diems and mileage, provide information about payroll data.
- D 2:** Coordinate with the Controller's Office regarding payroll functions and with the Human Resources regarding insurance, withholdings, and benefits for the staff and 37 Board members. Coordinate with the County Executive's Office regarding payroll for appointees to boards and commissions. Implement payroll changes over time.
- D 3:** Manage the purchasing process for the Office of the County Board including adding vendors to the county system, development of purchase orders, payment of all invoices, and completion of general ledger reports.

FUNCTION E – 5% TRAIN AND ASSIST WITH ORIENTATION OF NEW COUNTY BOARD SUPERVISORS

- E 1:** Train new supervisors on administrative and procedural matters, the county website, resources available in the County Board Office, and the county budget process. Develop and update a training manual for new supervisors and make sure the information is up to date for each new group of Board members.
- E 2:** Organize and process all documents required for new employees, including W-2 and W-4 forms, employee action sheets, employee data forms, and health insurance forms. Arrange for parking passes and security cards and order business cards.
- E 3:** Coordinate with Information Management to facilitate the development of personal web pages for new County Board members, as well as establishing e-mail accounts.

POSITION REQUIREMENTS

Education and Experience: The position requires a combination of education and experience equivalent to high school graduation and six years of varied office experience, including serving as a lead worker in a professional office setting. Experience with legislative process preferred. Experience with management software, such as Legistar, preferred.

Certifications and licenses: N/A

KNOWLEDGE, SKILLS AND ABILITIES: Extensive knowledge of the laws, rules and regulations affecting administration of the Office; ability to initiate work, work independently or with limited supervision, and make decisions; extensive knowledge of principles and practices of business management as they apply to personnel, office management, accounting and budgeting; ability to plan, direct and review the work of subordinates; ability to effectively communicate and interact positively with elected officials, department heads, staff and members of the public.

Knowledge of the functions, organization, procedures, law, ordinances, and regulations involved and related to the activities of county departments and how they relate to the County Board Office; knowledge of computers and data entry formats and processing, including the ability to create complicated documents; knowledge of data base and spreadsheet systems sufficient to create and maintain electronically stored records and prepare complicated reports; ability to analyze data required to manage Office operations including budget reports; ability to carry out assignments requiring organization of materials and development of procedures; ability to exercise independent judgment and discretion in the interpretation and application of policies, procedures, and regulations.

The position requires knowledge of purchasing, payroll, and personnel systems.

Demonstrated ability to provide technical assistance for legislative management software to resolve problems efficiently and effectively, recognizing customers' competence levels, and ability to approach each level appropriately.

Knowledge of training principles and practices; excellent written and oral communication skills; ability to work effectively with a wide variety of individuals; demonstrated ability to balance, prioritize and organize multiple tasks.

PHYSICAL DEMANDS: Ability to sit for long periods of time; ability to endure stressful situations and react in a positive manner; ability to see and hear within normal ranges with or without adaptive devices.

WORK ENVIRONMENT AND SPECIAL REQUIREMENTS: This position works directly with elected officials and department heads and functions in an environment of sensitivity and political issues.