

CITY OF MADISON POSITION DESCRIPTION

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

Debbie Fields

Work Phone: 266-4297

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

Secretary 1 - Confidential

3. Working Title (if any):

Council Liaison, Constituent Services Rep

4. Name & Class of First-Line Supervisor:

Kwasi Obeng, Common Council Chief of Staff

Work Phone: 245-5793

5. Department, Division & Section:

Common Council

6. Work Address:

City-County Building, Room 417

7. Hours/Week: 38.75

Start time: 8:00 a.m. End time: 4:30 p.m.

8. Date of hire in this position:

September 11, 2000

9. From approximately what date has employee performed the work currently assigned:

Approximately 2009.

-
10. Position Summary:

This is responsible secretarial and administrative support work. Employees in this class exercise judgment and discretion in the performance of a variety of activities requiring interpretation and/or application of policy. This position often serves as the first level of review and resolution on correspondence and personal contact, and independently gathers information, drafts routine correspondence, or takes other action to assist managers in the most effective utilization of their time by relieving them of administrative detail. This position involves leadership responsibilities in coordinating the completion of assignments. This position work under the general supervision of the Council Administrative Assistant.

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

30%

A. Coordinate neighborhood meetings/events for alderpersons

1. Identify date that works for the alderperson and fits into the timeline for the development project/license application process.

2. Locate and reserve meeting venue and coordinate any technology, special accommodations, or interpreters, if necessary.
 3. Coordinate with alderperson/developer/license applicant to draft meeting invitation.
 4. Pull mailing label information from Assessor's database.
 5. Prepare Fast Copy order.
 6. Coordinate with City staff regarding their attendance, if necessary.
 7. Mail meeting invitations via Dane County mailroom, a mailing service, or via email.
 8. Prepare meeting sign-in forms and comment cards.
 9. Meeting follow-up including compiling comments, adding meeting attendees to alderperson's subscriber list, and drafting/sending any follow-up communications.
- 30% B. Coordinate staff/constituent meetings for alderpersons
1. Identify date through consultation with alderperson and other attendees. Consultation may be via email, Doodle poll, or by accessing calendar other than Outlook (e.g., Google calendar).
 2. Locate and reserve room.
 3. Distribute agenda and supporting materials to meeting participants, if necessary.
 4. Meeting follow-up such as disseminating notes to meeting participants, if necessary.
- 22% C. Provide administrative support to alderpersons
1. Prepare and distribute memos, letters, reports, agendas, minutes, resolutions, Civic Recognition Awards and newsletters from rough draft, dictation, or general instruction.
 2. Respond to alderperson requests, research requests, and questions made via telephone, by email and in person.
 3. Assist alderpersons in keeping track of meetings.
 4. Print documents as requested by alderpersons.
- 15% D. Provide receptionist and clerical support in daily office operations
1. Respond to citizen, media, and City staff questions and requests.
 2. Assist City staff in other departments with scheduling meetings with alders.
 2. Maintain filing systems, records storage, and office bulletin board.
 3. Prepare and coordinate fast copy/reproduction/printing orders.
 4. Inventory office supplies and purchase as necessary.
 5. Distribute interdepartmental and U.S. mail.
- 3% E. Prepare the Council chambers and attend Council meetings
1. Display registration materials for citizens and prepare alderpersons' desks.
 2. Collect citizen registration.
 3. Answer citizen questions relative to Council agenda and proceedings.
 4. Respond to alderpersons' requests.

12. Primary knowledge, skills and abilities required:

Thorough knowledge of office practices and procedures. Thorough knowledge of English composition, correct punctuation, spelling, grammar, acceptable business letter and report formats, and basic math. Working knowledge of and ability to use computer software applicable to the duties of the position. Working knowledge of office computer programs (e.g. Microsoft Office Suite). Ability to prepare finished letters, memoranda, and reports from rough draft, outline or original composition. Ability to carry out administrative details efficiently and independently; ability to set priorities and to schedule and distribute work as required. Ability to compose routine correspondence. Ability to interpret departmental policies, procedures, and regulations. Ability to communicate effectively both orally and in writing. Ability to collect, organize, and summarize data as directed. Ability to accurately proofread. Ability to set up, maintain and utilize filing systems. Ability to maintain effective working relationships with managers, co-workers and the general public. Ability to maintain adequate attendance.

13. Special tools and equipment required:

None.

14. Required licenses and/or registration:

None.

15. Physical requirements:

Must be able to sit for extended periods of time. Must be able to occasionally lift/move heavy items such as cases of paper and tables.

16. Supervision received (level and type):

General supervision from the Council Administrative Assistant.

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).

SUPERVISOR

DATE

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



Program Assistant 2 - Local 60

Class Code:
J071

Bargaining Unit: 6000 Admin

MADISON, CITY OF (WI)
Revision Date: Mar 15, 2012

SALARY RANGE

\$25.43 - \$28.52 Hourly
\$1,971.16 - \$2,210.52 Biweekly
\$4,270.85 - \$4,789.46 Monthly
\$51,250.16 - \$57,473.52 Annually

GENERAL DESCRIPTION:

This is highly responsible, advanced-level programmatic support work in a department, division or other independent program unit. Employees in this class support a particular program or programs by performing or coordinating specialized program functions, interpreting and applying programmatic policies and procedures, and performing administrative tasks in support of the program. Employees may lead a small (2-4) assigned clerical staff and/or assist with leading non-clerical staff. Otherwise, employees are responsible for performing a variety of complex program related functions. Employees in this class work under the general supervision of the department, division, or program head. Work is distinguished from a Program Assistant 1 in that a Program Assistant 2 may have direct supervisory responsibility. Otherwise, a Program Assistant 2 may develop operating systems and procedures for the program, as well as have a greater depth of knowledge, independent decision making, and coordination of program activities at a higher level than a Program Assistant 1.

Positions in this classification are not part of a progression series. Rather advancement to a Program Assistant 2 or 3 is dependent on the needs of the department, the specific duties and responsibilities associated with the position, and is normally achieved through a competitive process.

EXAMPLES OF DUTIES AND RESPONSIBILITIES:

Perform work consistent with the classification of Program Assistant 1.

Perform a variety of complex, specialized program activities and coordinate the performance of others that are both ongoing and of a special project nature.

Lead and train permanent and non-permanent clerical staff. Assign, prioritize and control work flow. Participate in hiring, training, and performance evaluation processes. Coordinate clerical support activities and facilitate communication. Assist staff in dealing with difficult situations. Assist higher-level supervisors in assigning work and reviewing performance of non-clerical staff.

Operate as unit Office Manager. Ensure that office systems are operating in an effective, efficient and correct manner. Identify and implement needed improvements. Prepare operating procedures manuals for training and for ongoing use by staff. Develop, implement and monitor office procedures and systems.

Act as liaison with Document Services and Information Technology in regard to the development, improvement, and/or implementation of new computer systems and/or equipment. Ensure that staff receive the training and ongoing support necessary to effectively use the system. Provide support and problem-solving services to staff relative to software, networking and other computer applications.

Assist professionals/paraprofessionals in the preparation of comprehensive reports and prepare reports and related materials independently.

Manage and monitor activities for a major board or commission or several related groups including the preparation of minutes and agenda in the City's Legistar system, scheduling of meetings, acting as a liaison between program staff and appointees, coordinating the dissemination and processing of information and maintaining records.

Perform related work as required.

MINIMUM QUALIFICATIONS:

Knowledge, Skills and Abilities:

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.

Additional knowledge, skills and abilities may be required on a position-by-position basis depending on duties to be assigned and will be established at the time of recruitment.

Training and Experience:

Generally, positions in this classification will require:

Four years of responsible clerical support experience that included significant secretarial and administrative responsibilities. Such experience should have included, or been supplemented by, one year of directly-related leadership or programmatic experience. Such experience would normally be supplemented by secretarial or business courses. Possession of a bachelor's degree from an accredited college or university may be substituted for 3 years of experience. Other combinations of training and/or experience which can be demonstrated to result in the possession of the knowledge, skills, and abilities necessary to perform the duties of this class will also be considered.

Specific training and experience requirements will be established at the time of recruitment.

SPECIAL REQUIREMENTS:**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.

APPROVAL:

Updated and approved September, 2015

COMPENSATION GROUP/RANGE:

20/12

SXD OLD CLASS NUMBER AND PART-TIME CLASS #:

0587