



Distribution of Work *(informed by PD)*

Lack of clarity can contribute to wasted energy. It increases the potential for disagreements, detracts from important areas of focus, and contributes to missing out on opportunities. Clearly defined roles and responsibilities, allows for energy to become accessible for other purposes.

Functions	Primary	Secondary	Duties
Common Council Meetings	Debbie	Lisa	Prepare council chambers
	Lisa	Kwasi/Karen	Prepare CCEC meetings
	Lisa	Kwasi	Prepare Council agendas
			Develop annual meeting schedule
			Prepare Committee Meeting Agendas
	Kwasi	Karen	Make presentations to CCEC
	Lisa	Kwasi	Scheduling presentations
Alderpersons Contacts	Lisa	Kwasi/Debbie	Coordinate Legislative Meetings/Events
	Debbie	Lisa	Coordinate neighborhood, staff, and constituent Meetings/Events
	Debbie	Lisa	Administrative support for neighborhood meetings/events
	Kwasi	Lisa	Review training requests, provide administrative assistance for training attendance, and maintain training records
	Kwasi	Lisa	Develop, prepare, and present elected official orientations
		n/a	Consultation on confidential topics
		n/a	Deploy effective tools and practices
		n/a	Resolve problems, identify areas for improvement, facilitate change
	Debbie	Lisa	Alder person blog postings
	Kwasi	Debbie/Karen	Press Releases
	Debbie	Lisa	Directing alders to internal/departmental contacts
Common Council Office	Debbie	Lisa	Clerical Support
	Kwasi	Lisa	Review training requests and maintain training records
	Lisa	Debbie	Maintain and update Common Council Webpage
	Kwasi	n/a	Planning and organizing work and resources
		n/a	Create policies and procedures
		n/a	Lead hiring, coaching, training and engagement
		All	Maintain positive working relationship with Mayor’s office, City departments, and community organizations
	Lisa	Respond to media requests, not including open record requests	
Legislative and Administrative Programs	Lisa	TBD	Primary contact for Legislative Management System
		TBD	Provide trainings on legislative process in Legistar
		TBD	Maintain records and fulfill open record requests
Common Council Budget	Kwasi	Lisa/Karen	Develop Common Council Budget
	Lisa	Debbie	Coordinate purchasing activities
	Karen	Kwasi	Research and Data Analysis



City of Madison Human Resources
215 Martin Luther King Jr. Blvd, Suite 261
Madison, Wisconsin 53703
Web www.cityofmadison.com/hr

Legislative Research and Analysis		Kwasi	Author Reports
	Kwasi	Karen	Review and Analyze Legislation
			Suggest resolutions or ordinance modifications
	Kwasi	Vacant	Review city programs and provide analysis
	ALL	N/A	Draft Resolutions

DRAFT