



## City of Madison

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### Job Description

Title Administrative Manager Department Public Works

Exempt/Nonexempt E Pay Grade 12 Reports to Director

New Position        Position Change X Effective Date 06-12-2023

Subordinate Staff: Other administrative and secretarial staff, including Accounting/Accounts Payable

***The following information is designed to outline the functions and position requirements of this job. It does not identify all tasks that may be expected, nor address the performance standards that must be maintained.***

#### **General Position Summary:**

The Public Works Administrative Manager is responsible for the management of the day-to-day office operations and administrative needs of the Public Works Department to support the Director, Deputy Director, supervisors, and work crews. This position reports directly to the Department Head and has responsibility for completing various higher-level projects, processes, and tasks. The work requires a high level of confidentiality, sensitivity, and good judgment. Responsibilities include work with budgeting, preparation of various documentation, development of reports and publications, performance of research and analysis, drafting correspondence, facilitation of departmental events and meetings, facilitation of contacts and follow-up, or any other tasks to assist the Department Head with duties and priorities. All work is assigned at the discretion and direction of the Department Head and performed under general supervision.

#### **Essential Functions/Major Responsibilities:**

- Compiles and prepares a full range of documents; provides administrative assistance to prepare a wide array of letters, correspondence, administrative and public reports including statements, agenda, announcements, resolutions, ordinances, bid specifications, certificates, agreements, studies, plans, requisitions, and other correspondence.
- Manages applications for federal, state, and local permitting requirements.
- Assists in developing the annual budget for the Public Works Department including the traffic, road, and environmental units.
- Forecasts office material, equipment, and supply needs.
- Prepares, receives, and evaluates bids following City guidelines.
- Researches prices and places orders for non-bid items.
- Reviews complaints from City leadership, citizens, and employees, and evaluates recurring problems pertaining to office management. Develops solutions, programs, and methods to reduce future problems.

- Maintains department reports and related files.
- Maintains inventory of department property.
- Reviews department expenditures to ensure they are within budgetary guidelines.
- May assist Director and Deputy Director with employee counseling and disciplinary action recommendations.
- Assists the Director in developing departmental goals and procedures.
- Serves as departmental contact with outside agencies and other City departments.
- Meets with individuals, special interest groups, and others on behalf of City leadership, as needed.
- Maintains various types of complex files.
- Prepares and maintains personnel, legal, and other records, and files of confidential or sensitive nature.
- Maintains manuals and other data pertaining to City affairs.
- Maintains a calendar of events and schedules for Director and Deputy Director.
- Maintains departmental portion of City website.
- Conducts special studies or assignments of a limited duration and nature; compiles data, summaries requiring data analysis; formats and prepares written reports and charts.
- Assists with asset inventory and insurance for department-owned City property.
- Communicates with the public, other City departments, vendors, suppliers, delivery people, professionals, businesses, applicants, and organizations to give and receive information.

#### **Secondary Functions:**

- Performs duties with little direction given, operating from established directions and instructions.
- Decisions are made within city policy, but often require independent decision-making.
- Assists in the development of the long-range operational and strategic planning for the department.
- Assist in answering the multi-line phone system.
- Assume secretary's and bookkeeping responsibilities in the absence of other employees.

#### **Job Scope:**

- Performs duties with little direction given, operating from established directions and instructions.
- Decisions are made within general City policy constraints, but often require independent decision-making.
- Responsible for assisting in the budget preparation for department.

#### **Supervisory Responsibility:**

- This position directly supervises other administrative, secretarial, and accounting staff in the department.
- This position will assist the Director and Deputy Director with training, direction, and performance management for Superintendents, Crew Chiefs, and all other employees of the department.

#### **Interpersonal Contacts:**

- Fellow department employees, daily.
- Members of the public, daily.

- Outside contacts including other government agencies at federal, state, and other municipalities.
- Vendors of both services and products purchased by the department.
- The purpose of these contacts is to give or exchange information, resolve problems, provide services, and to assist the Director with personnel management.

### **Specific Job Skills:**

- Strong office management, research, planning, organization, scheduling, leadership, and prioritization skills.
- The ability to multitask and work at a fast pace to complete a high volume of office work.
- Ability to work with confidential information.
- Ability to supervise subordinate employees by assigning work and evaluating performance, setting, and enforcing performance standards in a fair and impartial manner, counseling, training, or disciplining employees as needed to ensure that work is being performed correctly and in a timely manner.
- Excellent interpersonal skills. Ability to interact with the public, Mayor, Council, and others and provide information in a polite and courteous manner both in person and on the telephone. Strong team, coaching, training, interpersonal, and leadership skills.
- Considerable knowledge of general municipal agency operations and organizations.
- Knowledge of the City personnel policies, including procedures for requesting and reporting leave and completing personnel action forms. Ability to advise subordinates on current policies and procedures.
- Considerable knowledge of office practices, procedures, and equipment.
- Strong knowledge of fleet and D.O.T. methods and procedures.
- Strong writing skills to complete forms, compose correspondence, and reports.
- Strong computer skills, with proficiency in Microsoft Word, Microsoft Excel, and Microsoft Access.
- Planning skills to develop schedules and budgets.
- Excellent written and oral communications skills.
- The ability to work independently with minimum supervision.

### **Education and/or Experience:**

- Bachelor's degree in business administration, marketing, management, or related fields required, with additional training in office practices and computer applications preferred.
- Five years of progressive, responsible supervisory and administrative experience, including two years of experience reporting to a mid-level manager or executive preferred.
- Strong work history of dependability and performance.
- Current driver's license for city related errands.

### **Job Conditions:**

- Ability to consistently demonstrate a high level of judgment and discretion required for maintaining confidential and sensitive information.
- Must be able to work productively with frequent interruptions.
- Must maintain a strong driving record for city insurance purposes. Records may be periodically checked by the City.
- Strong background record required, due to accessibility to city property.
- Flexibility to work additional hours when needed to complete projects and assignments.

- Must be able to work in an office environment adjacent to City mechanic shop where there are fumes, temperature fluctuations, noise, poor ventilation, dirt, dust, chemicals, etc.

**Physical Capabilities:**

- Ability to communicate verbally and orally with the public and City personnel.
- Ability to perform sedentary work that involves sitting most of the time, walking, standing bending and carrying items less than 25 pounds such as books, papers, office supplies, and file folders.
- Adeptness and speed in use of fingers and hands on repetitive operation of computer and other office machines.
- Ability to work on a computer for periods of time.
- Ability to perform work while intermittently sitting, standing, stooping, walking, bending, or crouching.
- Ability to operate all office equipment.
- Ability to drive.
- May require use of protective devices such as masks, goggles, or gloves.

Original Signed by Paul Finley  
Mayor Approval, Date

Original Signed by Kent Smith  
Department Head Approval, Date