



City of Madison

Job Description

Title: Administrative Planning & Bidding Coordinator Department Planning

Exempt/Nonexempt: N Pay Grade 10 Reports to: Director, Planning

New Position X Position Change Effective Date 03-27-2023

Subordinate Staff None

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 Administrative Planning & Bidding Coordinator primarily provides administrative support to the Planning Department Head, completing various high-level projects, processes and tasks assigned by the Department Head. In addition, this position coordinates the bid process for purchases of goods and services, as well as for capital projects for all City departments. The work requires a high level of confidentiality, sensitivity, and good judgment.

Responsibilities also include working budget planning, preparation of various documentation, development of reports and publications, performance of research and analysis, drafting and distribution of various types of correspondence, scheduling and facilitation of departmental events and meetings, facilitation of internal and external contacts and follow-up, preparation of minutes, 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:

- Provides administrative support to the Department Head.
- Provides departmental clerical support including typing, filing, mail processing, scheduling, meeting coordination, record keeping, and travel and lodging coordination.
- Performs other various projects for the Director and summarizes and reports on status.
- Maintains various spreadsheets and databases of development contacts, and other data for the Director.
- Maintains varied, technical, and complex records associated with Department functions. Maintains central filing system for the Department. Must maintain hard and electronic file integrity of all historical departmental policies, contracts, decisions, actions, and practices, including permanent records and other records with legal retention requirements.
- Supports the Director with the tracking and processing of land use development applications, zoning issues, and other permits, applications and inquiries, and other similar processes.
- Supports the Department Head with budgeting, accounts payable, accounts receivable, preparation of various documents, reports and other administrative processes.

- Responsible for composition of a variety of correspondence, public communications, and interaction with employees, customers, agencies, vendors and other City department staff and Department Heads.
- Receives and responds to public and customer requests via phone, email, and at the Planning counter.
- Serves as Department Timekeeper; reviews, maintains, and processes Department staff personnel records to include training documents, timecards, requests for leave and other personnel related records, forms, and applications.
- Generates and manages all purchase orders in support of the Department following accounting/purchasing guidelines established by Finance and maintains complete set of account records to track expenditures and balances for the department and maintains and accounts for inventory of all departmental equipment, vehicles, and all other capital improvement items.
- Maintains and edits the department portion of the City website, as required.
- Tracks and distributes city and property marketing materials to new businesses.
- Documents, coordinates, and distributes inquiries and complaints to the appropriate staff or department.
- Supports department in serving boards and commissions including Planning Commission, Zoning Board of Adjustments and Appeals, Historic Preservation Commission, Industrial Development Board, and other boards, as assigned. May be asked to attend one night meeting per month to take minutes.
- Coordinates with the Legal Department on the bid process and documentation.
- Schedules, coordinates, and assists with pre-bid meetings, as well as bid opening dates, times, and locations.
- Prepares and submits advertisements for bids in accordance with appropriate bid law.
- Prepares bid documents based on bid type and specifications supplied by requesting department.
- Coordinates the preparation and submission of bid invitations to appropriate vendors.
- Utilizes ProcureWare software, or equivalent, for bid document distribution, pre-bid questions and responses, and maintenance of vendor database.
- Receives sealed bid proposals for all scheduled bids.
- Oversees the distribution of bid submittals to requesting departments.
- Oversees the notification process to provide bid results to successful and unsuccessful bidders.
- Demonstrates continuous effort to improve operations, make recommendations for streamlining work processes, increasing efficiency, and work cooperatively and jointly with staff and the public to provide seamless and effective customer service.
- Responds to a variety of departmental and public requests for information relative to assigned function; provides requested information or services when authorized or refers requests to the appropriate staff or department.
- Orders supplies and performs other administrative duties as assigned by the Director.
- Operates various department related computers, software, and equipment.
- Answers telephone, forwards calls, takes and distributes messages.

Secondary Functions:

- Picks up and delivers documents from other city offices.
- Keeps track of Department vehicle maintenance and fueling.

Job Scope:

- Establishes priorities for own workload based on need for immediate action, work objectives and schedules.
- Works under pressure and processes a high volume of paperwork and interaction.
- Position requires multi-tasking and ability to continually be interrupted and start-again with a high degree of detail and accuracy.
- Strong attention to detail required due to work with permanent records and management of varying retention requirements.
- Utilizes effective time management techniques to process large volumes of work and other contacts and ensures follow-up.
- Decisions are made within general policy constraints but often require independent research and decision-making.
- May innovate or recommend to the Department Head, process changes in interest of efficiency and effectiveness.

Supervisory Responsibility:

- None

Interpersonal Contacts:

- Must communicate professionally and effectively with the public, applicants, commercial brokers, potential businesses, vendors, contractors, and other city employees on a daily basis.
- Must work closely with Director with a high level of discretion with highly confidential and sensitive information at times.
- Must be punctual, dependable, and responsible to the department and Director.
- Must effectively work with Planning Department team and team members from other departments.

Specific Job Skills:

- Demonstrated ability to work with confidential and highly sensitive information and ability to be discrete and protect confidential documents and information in a busy work area.
- Demonstrated strong computer skills (including Word, Excel, Power Point, Databases, Desktop Publishing software, etc.) required.
- Demonstrated ability to process a high volume of records with a high degree of accuracy and attention to detail.
- Strong complex filing skills. Demonstrated knowledge of principles and practices of office management and file management (both electronic and hardcopy).
- Demonstrated strong team skills.
- Demonstrated strong research skills.
- Ability to take minutes, and type and present in proper format.
- Strong time management, project management and prioritization skills, and ability to multi-task with multiple interruptions.
- Strong communication skills to communicate professionally and effectively with the public and potential business prospects by telephone, in person and in writing.
- Ability to follow instructions and to work independently with minimal supervision.
- Prioritization, organization, scheduling, and follow-up skills required.

- Ability to produce written documents with clearly organized thoughts using proper English sentence structure, punctuation, and grammar.
- Ability to make mathematical calculations rapidly and accurately.
- Demonstrated time management skills and initiative (to stay productive during all work hours).
- Must be a self-starter and able to stay on task.
- Skill in dealing with difficult customers under stressful conditions.
- Ability to remain calm and organized under stress.
- Demonstrated ability to maintain professional appearance and decorum.
- Demonstrated ability to take instruction and direction.

Education and/or Experience:

- A high school diploma is required with additional education or extensive practical experience in office practices and computer applications preferred, and some college-work related to duties preferred.
- Minimum five years of experience coordinating and processing bid documents.
- Direct customer service experience in commercial real estate, business development, or economic development field highly preferred.
- Knowledge of principles and procedures used in maintaining and controlling a complex filing system.
- Experience of reporting to a mid-level manager or executive preferred.
- Microsoft Word, Excel, desktop publishing skills, Outlook, and electronic filing skills required.
- Strong work history of customer related work, dependability, and performance.
- Current driver's license for city related errands.

Job Conditions:

- Must be able to attend evening meetings and work a non-standard schedule, as required.
- Must be able to work occasional overtime and flexible hours, at times with little notice.
- Ability to consistently demonstrate a high level of judgment and discretion required for maintaining confidential and sensitive information.
- Strong background record required, due to accessibility to department staff and city records and data, and frequent interaction with public.
- Job requires flexibility in administrative work assigned.
- Must maintain a strong driving record for city-insurance purposes, and record may be periodically checked by the city.
- Must be able to work productively with frequent interruptions.
- Must maintain professional personal demeanor, appearance, and work area to maintain professionalism in greeting the public as the departmental representative.

Physical Capabilities:

- Ability to work on computer for extended periods of time.
- Ability to work flexible, long hours, and evenings for meetings and support.
- Mobility in order to handle boxes of documents, operate various office equipment, and perform a high volume of filing.
- Ability to communicate verbally and orally with public in person, over the telephone and in written media.
- Ability to multi-task.
- Ability to hear well enough to take minutes in a prompt manner.

Mayor Approval

Date

Department Head Approval

Date