



# City of Madison

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## Job Description

Title: Administrative Assistant to the Department Head Department Facilities and Grounds

Exempt/Nonexempt N Pay Grade 8 Reports to Director

New Position X Position Change     Effective Date 09/11/23

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 Assistant to the Department Head primarily provides support to the Department Head, completing various higher-level projects, processes and tasks assigned by the Department Head. Work requires a higher level of confidentiality, sensitivity, and good judgment. Responsibilities **may** also 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:**

- Assist the director in research and preparation of various documents and updates, ordinances, resolutions, and other documents.
- Assist the director in developing departmental goals and procedures.
- Serves as Administrator of the Facilities & Grounds Department's work order system.
- Serves as departmental contact with outside agencies and other city departments.
- Meets with individuals, special interest groups and others on behalf of executives, committees, and boards of directors.
- Maintains various types of complex files.
- Prepares and maintains personnel, legal, and other records, and files of confidential or sensitive nature.
- 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.
- Maintains manuals and other data pertaining to City affairs.
- Maintains a calendar of events, and schedules for Director and Assistant Director.

- Maintains departmental portion of City website.
- Conducts special studies or assignment of a limited duration and nature; compiles data, summaries requiring data analysis; formats and prepares written reports and charts.
- Assist with asset inventory and insurance for department own 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:**

- Assist in answering the multi-line phone system.
- Other duties as assigned.

**Job Scope:**

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

**Supervisory Responsibility:**

None

**Interpersonal Contacts:**

- Interact with fellow employees on a daily basis.
- Interact with the general public on a daily basis.
- Outside contacts include other government agencies at federal, state, and other manipulates.
- Vendors of both services and products purchased by this department, residents of the city.

**Specific Job Skills:**

- The ability to multitask and work at a fast pace to complete a high volume of work.
- Ability to work with confidential information and prioritize, coordinate, and organize work.
- Excellent interpersonal skills. Ability to interact with the public, Mayor and Council and others and provide information in a polite and courteous manner both in person and on the telephone.
- Considerable organizational skills.
- Considerable knowledge of general municipal agency operations and organizations.
- Considerable knowledge of office practices, procedures, and equipment.
- Writing skills to complete forms, compose correspondence and reports.
- 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:**

- A high school diploma is required, with additional education in office practices and computer applications preferred, and some college-work related to duties preferred.
- Five years of progressive, responsible 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 maintain a strong driving record for city-insurance purpose and record may be periodically checked by the City.
- Strong background record required, due to accessibility to city property.
- Job may require occasional overtime and work on weekends.
- Must be able to work productively with frequent interruptions.
- Occasional work in an environment where there are fumes, temperature fluctuations, noise, poor ventilation, dirt, dust, and chemicals, etc.

**Physical Capabilities:**

- Sedentary work that involves sitting most of the time, some 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 communicate verbally and orally with internal personnel as well as with the public.
- Ability to work on computer for periods of time.
- Ability to verbally communicate.
- Ability to operate all office equipment.
- Ability to travel.

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Mayor Approval,

Date

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Department Head Approval,

Date