

DEPARTMENT OF PLANNING AND COMMUNITY AND ECONOMIC DEVELOPMENT
Administration and Special Services
Main Office: LL-100, Madison Municipal Building
266-4635

FAX: 267-8739

TTY/Textnet: (866) 704-2318

planning@cityofmadison.com
www.cityofmadison.com/planning

The Unit provides for the overall direction and administration of the Department of Planning and Community and Economic Development and is led by the Director of the Department. In addition to Word Processing and Support Services, this Unit includes the Office of Business Resources and Economic Development Planning, the Community Development Office, and the Office of Community Services.

Mark A. Olinger, Director

266-4635

Directs the functions of the entire Department. Oversees the activities of each of the Department's Unit Managers (Planning, Neighborhood Preservation and Inspection, Community and Economic Development and Housing Operations). Serves as the Secretary of the Plan Commission and as the Executive Director and Secretary of the Community Development Authority (CDA).

Word Processing/Reception/Administrative Support

This service provides centralized word processing, reception, desktop publishing, data management, general clerical, and other support services to all units of the Department.

Nancy Prusaitis, Program Assistant 3

266-4807

Lana McIntosh, Word Processing Operator 2

266-4564

Julie Cleveland, Word Processing Operator 2

266-4564

James Nichols, Administrative Clerk 1

267-1991

Ellen Walczak, Clerk Typist

266-4564

Rachael Sommer, Clerk Typist (50%)

266-4635