



MADISON, CITY OF (WI)
invites applications for the position of:

Legislative Administrative Assistant*

SALARY: \$27.32 Hourly
\$2,117.04 Biweekly
\$4,586.92 Monthly
\$55,043.04 Annually

COMP. GROUP/RANGE: 20/14

JOB TYPE: PERMANENT FULL TIME

DEPARTMENT: Common Council Office

OPENING DATE: 05/25/22

CLOSING DATE: 06/13/22 11:59 PM

GENERAL DESCRIPTION:

This is responsible paraprofessional staff support work relative to the development and implementation of Common Council's legislative, financial, and other administrative programs and functions.

Work is characterized by responsibility for a wide variety of legislative and administrative services such as budgetary documentation and fiscal controls, personnel, purchasing, and payroll. Position will develop and implement trainings on legislative processes.

Under the general supervision of the Common Council's Chief of Staff, work is normally assigned in terms of program objectives and directives.

This position works closely and collaboratively with the other Common Council office staff. In collaboration with both the Chief of Staff and Legislative Analyst, the position also supervises office interns.

This work is performed with a high degree of independence and discretion in a visibly public, local government agency with elected officials and city staff.

IMPORTANT: THIS POSITION REQUIRES THE INCLUSION OF A COVER LETTER, RESUME, & COMPLETION OF SUPPLEMENTAL QUESTIONS ON THIS POSTING. YOU MUST UPLOAD YOUR DOCUMENTS IN THE ATTACHMENT SECTION OF YOUR APPLICATION. APPLICATIONS RECEIVED WITHOUT YOUR DOCUMENTS WILL BE IMMEDIATELY ELIMINATED FROM CONSIDERATION.

EXAMPLES OF DUTIES AND RESPONSIBILITIES:

Develop and implement Common Council's legislative and administrative programs and functions in the following areas:

- Serve as a primary legislative process liaison between members of the Common Council and other City staff. Track the progression of items through the legislative process, including committee referrals.
- Serve as a primary contact for questions about the legislative process.
- Review draft Common Council agendas. Develop, draft, attach, and distribute the Common Council consent agenda exclusion list.
- Serve as primary contact for assisting alders with the drafting of resolutions and civic recognition awards. Enter items into Legistar and assist with placement on proper agenda(s).
- Answer questions from staff throughout city government regarding mid-range administrative level legislative management issues as a member of the Legistar Email Group.
- Work with Chief of Staff and City Information Technology to make requests for legislative management system design changes and enhancements.
- Develop the annual Common Council meeting schedule with Chief of Staff and Finance Department for Common Council Executive Committee review and approval.
- Attend in-person Common Council meetings, as needed, to assist alders, City staff and the public.
- Serve as secondary point of contact for neighborhood meetings: location determination; schedule coordination; facilities reservations; label records generation; create, print, and mail notices (manually or using mailing service).
- Serve as Council Office EAP Facilitator, Department Equity Team Co-Lead, and Combined Campaign Coordinator.
- Enter hiring functions into NEOGOV and serve as secondary HR liaison for Council Office.
- Attend staff and other required meetings.

Develop, implement, and process Council Office functions concerning finances, personnel, payroll, and budgeting.

- Work to develop annual Council Budget alongside Council Chief of Staff, Finance Department Budget Analyst, and Council Leadership. Provide budget information when requested. Complete and submit applicable yearly budget documentation.
- Process regular Council Office functions concerning finances (AP/AR), personnel, purchasing, and payroll.

Serve as Records Custodian for the Common Council Office under the guidance of and in coordination with the Common Council Chief of Staff to fulfill open records requests.

- Keep and maintain records in the Council Office.
- Receive and respond to requests for either information or records from members of the public, city staff, and other governmental entities regarding Common Council initiatives and legislative activity.
- Process requests for information by providing requested information or refer to source for information.
- Process requests for records by working with City IT staff and the Office of the City Attorney to provide email records and conduct initial review of generated emails. Work with alders to ensure timely fulfillment of open records requests.

Alder and Common Council Staff Onboarding and Training.

- Collaborate with the Council Chief of Staff to develop and provide new alder onboarding and continuing training programs.
- Receive training requests and maintain training records for Council Office staff and alders.
- Highlight upcoming conferences for alders and assist with registration, booking airfare and hotels.
- In coordination with the Council Chief of Staff, compile, organize and produce publications for alders, including the Government Resource Guide.

Maintain and update the Common Council web page.

- Collaborate with the Community Engagement Specialist to work with IT staff in redesign or adding features to website.

Other duties as assigned.

MINIMUM QUALIFICATIONS:

Training and Experience:

- Four (4) years of varied administrative and/or office management experience (e.g., budgeting, personnel, purchasing). Such experience would normally be supplemented by college level coursework in public administration, business administration, or a related field.
- Bachelor's degree from an accredited college or university may be substituted for three (3) years of experience.

If an applicant does not possess the degree above, HR will review the application materials to determine if applicant possesses the following equivalent experience:

Two (2) years applying the following:

- Municipal administrative functions related to budgeting, personnel, and purchasing.
- Interactions between city, county, state and federal government agencies.
- Computers and computer software and databases.

"The City of Madison strives to provide exceptional customer service to all its residents and visitors. Therefore successful candidates will have demonstrated ability to effectively work with multicultural communities."

"For a complete list of Knowledge, Skills, and Abilities, please see the [class specification](#)."

SPECIAL REQUIREMENTS:

Must be able to meet transportation requirements for this position.

Physical Requirements:

Work in this position is primarily sedentary, requiring the ability to sit/stand at a desk, work on a computer, and use a monitor for extended periods of time. Ability to lift 40 pounds of printer paper and postcards on occasion.

"*The payroll title for this position is Administrative Assistant."

THE CITY OF MADISON IS AN EQUAL OPPORTUNITY EMPLOYER FUNCTIONING UNDER AN AFFIRMATIVE ACTION PLAN. WE ENCOURAGE PEOPLE OF COLOR, WOMEN AND INDIVIDUALS WITH A DISABILITY TO APPLY.

It is your responsibility to list all related jobs, correct dates of employment, average number of hours worked per week, etc. Be sure to place the complete job title on your application. If you wish to provide additional or supplemental information, please provide a resume in addition to the formal application. If you are still employed please indicate this. Failure to provide accurate and complete information may result in you not being considered for this position.

All applicants are notified by email of the status of their application in each selection process. Those applicants invited to exams will receive an email notice of the date, time, and location. Alternate exam dates/times are not available except in the case of an emergency. Emergency situations are reviewed on an individual basis. Conflicting work hours are not considered an emergency. Exams are job specific and are developed based on the duties to be performed and the criteria listed under the Knowledge, Skills and Abilities section of the job announcement. Exam results are generally available within 2 weeks of the exam, and will be emailed or may be accessed through your NEOGOV account. Due to the volume of exams given by our office, exam scores are not available via telephone.

As an employer, the City of Madison places a strong emphasis on customer service and strives to provide a working environment where: Engagement and equity are supported; Diversity and differing opinions are valued; Teamwork and open and honest communication are encouraged; Meeting customer needs through quality service is a common goal; Creativity is encouraged; Continuous learning and improvement is fostered. Come be a part of the team!

APPLICATIONS MAY BE FILED ONLINE AT:

<http://www.cityofmadison.com/jobs>

Position #2022-00252

LEGISLATIVE ADMINISTRATIVE ASSISTANT*

DG

215 Martin Luther King Jr., Blvd.

MMB Rm 261

MADISON, WI 53703

(608) 266-4615

hr@cityofmadison.com

Legislative Administrative Assistant* Supplemental Questionnaire

- * 1. How many years of administrative work experience do you have working with executive-level management?
 - None
 - Beginner (< 1 year)
 - Intermediate (1 < 3 years)
 - Advanced (3+ years)
- * 2. How many years of administrative work experience do you have working with multiple managers?
 - None
 - Beginner (< 1 year)
 - Intermediate (1 < 3 years)
 - Advanced (3+ years)
- * 3. What type of meeting/committee support have you provided at work? (please check all that apply)
 - No experience
 - Electronically schedule meetings/committees including booking meeting space and inviting attendees
 - Facilitated meetings in person
 - Facilitated meetings virtually
 - Facilitated meetings using Robert's Rules of Order
 - Completed meeting notes for distribution
 - Completed government committee minutes
 - Prepared packets, handouts, and other meeting materials
 - Input meeting documents into Legistar legislative management system
- * 4. How many years of experience do you have using Microsoft Outlook?
 - None
 - Beginner (< 1 year)

- Intermediate (1 < 3 years)
 - Advanced (3+ years)
- * 5. How many years of experience do you have using Microsoft Word?
- None
 - Beginner (< 1 year)
 - Intermediate (1 < 3 years)
 - Advanced (3+ years)
- * 6. How many years of experience do you have using Microsoft Excel?
- None
 - Beginner (< 1 year)
 - Intermediate (1 < 3 years)
 - Advanced (3+ years)
- * 7. Do you have experience using financial management software? (check all that apply)
- None
 - Munis
 - Any other payroll/financial management system
- * 8. Do you have experience using the following meeting software? (check all that apply)
- None
 - Zoom
 - Any other meeting software
- * 9. Do you have experience using Do you have experience using a legislative management database?
- None
 - Legistar
 - Another legislative management database
- * 10. If you answered yes to the previous question, how many years of experience do you have using a legislative management database?
- N/A
 - Beginner (< 1 year)
 - Intermediate (1 < 3 years)
 - Advanced (3+ years)
- * 11. During your past employment how would you describe the frequency of your interactions with external clients/customers and/or elected officials over the phone, by email, or in person?
- None
 - Rarely (less than once per month)
 - Minimal (once or twice per month)
 - Often (once or twice per week)
- * 12. Have you uploaded your cover letter and resume?
- No
 - Yes
- * Required Question