



# HOW TO FIND CITY STAFF CONTACT INFO



**There are four options for locating contact information for City staff. Click a heading below for detailed instructions, or click the link to go directly to the online resource.**

- [View Department Contact Numbers](#) (click for more instructions)
- Click to go directly to the online [Government Resource Guide](#)
  
- [Search by Name](#) (click for more instructions)
- Click to go directly to the online [Employee Directory](#)
  
- [Find BCC Staff Contact](#) (click for more instructions)
- Click to go directly to the online [Internal City Committee Center](#)
  
- [Contact Council Office for Assistance](#) (608) 266-4071  
(click for more contact numbers)



# HOW TO FIND CITY STAFF CONTACT INFO

## VIEW DEPARTMENT CONTACT NUMBERS

The Government Resource Guide is a directory of key City staff contacts organized by department.

### View department contacts:

1. Go to the Government Resource Guide:  
[www.cityofmadison.com/Council/councilMembers/resourceGuide.cfm](http://www.cityofmadison.com/Council/councilMembers/resourceGuide.cfm)
2. The following window displays.

The screenshot shows the City of Madison Common Council website. The header includes the city logo and the text "COMMON COUNCIL". Below the header is a navigation menu with links for Council Members, Meetings & Agendas, Calendar, Legislative Center, Lobbying, About, and Contact. The main content area is divided into two columns. The left column is titled "Government Resource Guide" and includes an overview of city government and a list of links for City Government resources such as "City of Madison: Vision, Mission & Service Philosophy PDF", "Overview of City Government PDF", "Qualifications: City Officers, Members of Commissions, & Employees", "Budget Process & Citizen Access PDF", and "Open Meetings Law PDF". The right column is titled "City Agencies" and includes a directory of city agencies with links to their respective webpages, such as "City Organizational Chart PDF", "Assessor's Office PDF", "Attorney's Office PDF", "Civil Rights, Department of PDF", "Clerk's Office PDF", "Common Council PDF", and "Employee Assistance Program (EAP) PDF".

3. Click on a department or division under **City Agencies** to view contacts.

This is a detailed view of the "City Agencies" section from the website. It features the same header and introductory text as the previous screenshot. The list of agency links is more extensive, including "City Organizational Chart PDF" (which is highlighted with a grey background), "Assessor's Office PDF", "Attorney's Office PDF", "Civil Rights, Department of PDF", "Clerk's Office PDF", "Common Council PDF", "Employee Assistance Program (EAP) PDF", "Finance Department (includes Purchasing and Treasury) PDF", "Fire Department PDF", "Human Resources Department PDF", and "Information Technology PDF".



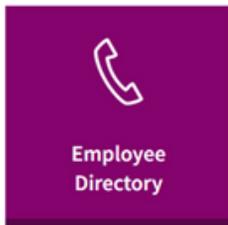
# HOW TO FIND CITY STAFF CONTACT INFO

## SEARCH BY NAME IN THE ONLINE DIRECTORY

If you know the name of the City staff member, you can perform a search by name to locate their contact information.

### Search by name:

1. Go to EmployeeNet: <https://www.cityofmadison.com/employeenet>
2. Click on **Employee Directory**



3. Enter your network login (Username and Password) and click **LOG IN**

Username \* required  
Enter your username.

Password \* required  
Enter the password that accompanies your username.

**LOG IN**

4. Enter information (last name minimum, other field optional) and click **Search**.

**Employee Directory**

Enter any desired search terms, and leave all other search terms blank.

First Name

Last Name

Department

**SEARCH**

5. Search results with contact information will display.



# HOW TO FIND CITY STAFF CONTACT INFO

## FIND BCC CITY STAFF IN INTERNAL CITY COMMITTEE CENTER

If you are looking for the name and contact information for a City staff member on a specific Board, Commission or Committee (BCC), you can locate this information in the Internal City Committee Center.

1. Go to <https://www.cityofmadison.com/employeenet/mayor/mycommit/>  
NOTE: You can also access this link from [Employeenet](#). Scroll to the bottom of the window and click **Internal City Committee Center** under **Government**.
2. Enter your network login (Username and Password) and click **Log In**

**Internal - City Committee Center Login**

Please use your network username and password to log in.

Username:

Password:

3. Click on **Boards, Commissions & Committees**

4. Scroll through the list and click on the link to open the information.
5. Committee details display, including staff contact name and information.



# HOW TO FIND CITY STAFF CONTACT INFO

## CALL COUNCIL OFFICE FOR HELP

Council staff can always assist you in locating contact information for City staff members.

General line: (608) 266-4071

Program Assistant II: (608) 266-4297

Legislative Administrative Assistant: (608) 266-4074