

CITY OF MADISON

Get Ready for Supervisor Orientation!

Congratulations on your new position! Please take a few moments to prepare for our orientation by reading this handout and following the instructions.

About the City of Madison

The City of Madison has [38 agencies](#) that provide a broad range of public services to 250,000 residents and visitors. The City has three governmental branches: legislative (a [Common Council](#) of 20 elected Alders), judicial ([Municipal Court](#)), and executive (our [Mayor](#), also elected). We have about 2800 permanent employees, and hundreds more who work for the City in an hourly and/or seasonal capacity. There are about 350 supervisors distributed in various City agencies.

→ **Review:** [City of Madison Organizational Chart](#) (1 page.)

City of Madison Mission, Vision and Values

Performance Excellence is the framework that guides and organizes our work across departments. As a supervisor, you help move us toward our vision: Our Madison: Inclusive, Innovative, and Thriving.

→ **Read:** [Our vision, mission, values, service promise, & elements of a great city](#) (2 pages.)

→ **Written Reflection:** What are two values or statements you connect with personally? Which elements feel particularly relevant to the work you supervise?



Core Expectations for All Employees

We have core expectations for all employees relating to service, communication, teamwork, equity, inclusion, and stewardship. Supervisors are responsible for modeling these behaviors and communicating and clarifying these expectations with staff.

→ **Watch:** [Core Expectations Video](#) (5 minutes)

→ **Review:** [Core Expectations Slides](#) (5 pages in presentation slide format)

Additional Resources

The following resources will be shared in the orientation, you do not need to review them in advance.

[Supervisor Resources on EmployeeNet](#)

These webpages are a directory of information and tools that support you in your day-to-day work.

[Government Resource Guide](#)

Agency guides can help you know who to contact in various departments.