

# ADMINISTRATIVE ASSISTANT II

Recruitment #1512-0414DC-002

**List Type** Original

**Requesting Department** DPW-INFRASTRUCTURE-ADMIN

**Open Date** 1/7/2016

**Filing Deadline** 1/28/2016 11:59:00 PM

**HR Analyst** Lindsey O'Connor

## **INTRODUCTION**

Located on the western shore of Lake Michigan, Milwaukee is an urban hub bursting with energy. Milwaukee provides a casual sophistication – big city appeal without the big-city hassles. We are accessible and affordable, and our residents are welcoming. Milwaukee has evolved through the years, bringing together its unsurpassed old world charm with a breathtaking Art Museum, top-flight arts and cultural attractions, professional sports, lakefront festivals, recreational opportunities and great restaurants.

The City of Milwaukee offers a collaborative, positive work environment where each employee contributes to making the city the best place possible to live and work. The City offers a comprehensive benefits package, including a top rated pension plan, health and dental benefits, paid time off including vacation, 11 holidays and sick leave accrual, and much more.

## **PURPOSE**

The Administrative Assistant II conducts clerical administrative functions for the Administration and Transportation Section and the Transportation Infrastructure Unit such as report preparation, processes contract payments and communicates with the Wisconsin Department of Transportation (WISDOT) on related projects.

## **ESSENTIAL FUNCTIONS**

- Assist in preparing division reports, meeting minutes, and aldermanic responses.
- Process contract payments, change orders and close outs. Use PeopleSoft Financial Management Information System (FMIS) to review and verify project funding and contract encumbrance.
- Assist in the processing of monthly progress invoices from the Wisconsin Department of Transportation.
- Collect information from Inspectors and type correspondence to Wisconsin Department of Transportation. Copy backup information for files, distribute and mail.
- Communicate with the Wisconsin Department of Transportation project managers regarding the status of City invoices.
- Maintain excel spreadsheet of all invoices sent to the Wisconsin Department of Transportation.
- Use PeopleSoft Financial Management Information System (FMIS) to review and verify accuracy of project numbers and available funding.
- Attend project meetings (such as preconstruction meetings) and take notes for the project managers.
- Prepare confidential reports, memos, letters and disciplinary actions as needed.
- Receive incoming calls and assist with in-person customers.

## ***Administrative Assistant II (DPW-Infrastructure-Admin)***

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- Maintain a database to track City projects to assist managers, constituents, businesses, and Aldermen to obtain the information they need.
- Organize and maintain office files. Mail administration.

*Reasonable accommodations requested by qualified individuals with disabilities will be made in accordance with the Americans with Disabilities Act (ADA) of 1990, as amended by the Americans with Disabilities Act Amendments Act (ADAAA) of 2008.*

### **MINIMUM REQUIREMENTS**

1. **Four** years of administrative support in an accounting or business office, with at least one year handling confidential information.
2. Education in a related field (e.g. Accounting, Business Administration, etc.) may be substituted for up to two years of the experience requirement; however, one year of experience handling confidential information is required and may not be substituted.
  - **IMPORTANT NOTE:** *To receive credit for college, transcripts are required and must be received by the application period closing date. College transcripts should be attached to your online application. Applications without transcripts attached will be considered incomplete and will be rejected.*
  - *Your transcript must be legible and include the following information: the university or college name, your name, the degree completed (if applicable) and the date the degree was completed. Equivalent combinations of education and experience may be considered.*

### **DESIRABLE QUALIFICATIONS**

- Associate's Degree in Accounting, Business or related field.

### **KNOWLEDGES, SKILLS, ABILITIES & OTHER CHARACTERISTICS**

- Knowledge of modern office practices and procedures.
- Knowledge of accounting terminology and concepts.
- Skill in reading and interpreting administrative regulations, legislation, policies, procedures, and rules and directives.
- Skill in listening and oral communication with the general public, elected officials, employees, and governmental agencies.
- Skill in written communications to prepare clear, concise and grammatically correct letters, memos, minutes and other written documents.
- Ability to think independently, exercise sound judgment, and make good decisions.
- Ability to effectively plan, organize, prioritize, and accurately complete assignments in order to meet deadlines.
- Ability to recognize the need to and maintain confidentiality of reports and communications.
- Ability to manage multiple assignments within specified deadlines.
- Ability to perform research and compile reports using various sources of information and data.
- Ability to use office related computer and software applications such as database, spreadsheet and word processing.
- Ability to interact positively and in a professional manner with a diverse group of internal and external customers.

**CURRENT SALARY**

SALARY (6HN) for City of Milwaukee residents is \$37,456 annually, and the non-resident starting salary is \$36,537.

**SELECTION PROCESS**

The selection process will be job related and will consist of one or more of the following: education and experience evaluation; written, oral, or performance tests, or other assessment methods. The Department of Employee Relations reserves the right to call only the most qualified candidates to oral and performance examinations. Oral examinations may include written exercises. Selection process component weights will be determined by further analysis of the job.

**INITIAL FILING DATE** - The examination will be held as soon as practical after **January 28, 2016**. Receipt of applications may be discontinued at any time after this date without prior notice. However, recruitment may continue until the needs of the City have been met. Qualified applicants will be notified of the date, time, and place of the examination. Unless otherwise required by law, the City of Milwaukee will not provide alternative test administration. The applicant is responsible for attending all phases of the job selection process at the time and place designated by the City of Milwaukee.

- *NOTE: The City's residency requirement set forth in City Charter 5-02 is under litigation. Even though the City is legally able to enforce the current residency requirements based on a recent Wisconsin Court of Appeals decision, the City has agreed to continue to suspend enforcement of the ordinance until the Wisconsin Supreme Court issues a final decision. If the Wisconsin Supreme Court affirms the Court of Appeals decision, the City intends to fully enforce the residency requirement for all employees. Consequently, employees who disregard the requirements of the ordinance do so at their own risk. Applicants for City of Milwaukee positions should understand the City's commitment to its residency requirement. During this period of uncertainty it is important to take that into account when submitting an application and more importantly when deciding to accept an employment offer. Please contact (414) 286-3751 if you have questions regarding your individual circumstances as part of the application and/or selection process.*