

ADMINISTRATIVE ASSISTANT IV

Milwaukee Health Department (MHD)

The City of Milwaukee Health Department (MHD), a leader in assuring that Milwaukee is the healthiest city in the nation, has an immediate opening for an executive assistant with strong leadership and organizational skills.

The eligible list resulting from this examination may be used to file similar City of Milwaukee positions.

PURPOSE: The Administrative Assistant IV serves as the executive assistant to the Commissioner of Health for the City of Milwaukee Health Department (MHD) and has responsibility for maintaining and coordinating schedules and meetings, preparing sensitive and confidential communications including policies and procedures, and compiling and summarizing data for the preparation of reports. This position includes a wide range of operational and administrative tasks, including oversight of office support staff and providing administrative support to other senior level MHD managers.

ESSENTIAL FUNCTIONS:

- **Executive Secretarial Support:** Provide confidential administrative and executive secretarial support to the Commissioner of Health. These duties include, but are not limited to, maintaining and coordinating schedules, meetings, and appointments; preparing sensitive and confidential communications; screening telephone calls and responding to telephone inquiries; taking and preparing minutes of meetings as necessary; drafting correspondence; responding to requests for information; receiving and sorting mail and forwarding to appropriate staff for response; preparing reports and communications regarding MHD administrative and operational policies and procedures; and providing administrative assistance to special committees or task forces as needed.
- **Other Secretarial Support:** Provide confidential administrative and secretarial support to the Health Communications Officer and Health Personnel Officer. Provide back-up coverage to the Program Assistant I assigned as primary office support for the Health Operations Director.
- **Office Supervision:** Provide oversight and supervision of office support personnel assigned to the MHD Administrative office. This includes, but is not limited to, identifying and developing processes and procedures to streamline operations; instructing staff on new systems and processes; preparing work schedules to maintain coverage during business hours and as needed during non-business hours; and monitoring daily operations of support staff. Research and analyze issues related to support staff needs and present conclusions and recommendations to the Commissioner of Health, Health Operations Director, Health Communications Officer, and/or Health Personnel Officer regarding these issues orally and in writing. Assist Program Managers and Supervisors by identifying and addressing specific performance issues.
- **Other Duties:** Coordinate and execute yearly Ambulance Service Board certification. Assure coverage of the MHD reception area at all times during business hours. Coordinate and assist with implementation and staffing of Public Health "Hotlines" as needed; and perform other duties as assigned.

Reasonable accommodations requested by qualified individuals will be made in accordance with the Americans with Disabilities Act (ADA) of 1990.

MINIMUM REQUIREMENTS:

1. Four years of progressively responsible office support experience performing duties related to this position, including at least one year of experience providing administrative support in a leadership role.
NOTE: *Equivalent combinations of education and experience will also be considered.*
2. Valid driver's license at time of appointment and throughout employment.
3. Residence in the City of Milwaukee within six months of appointment and throughout employment.

Administrative Assistant IV (MHD)

KNOWLEDGE, SKILLS & ABILITIES:

- Excellent oral and written communication skills.
- Strong organization skills.
- Ability to plan, organize, and prioritize work.
- Ability to work independently.
- Detail-oriented and able to produce accurate work under strict deadlines.
- Ability to establish and maintain good working relations with a multi-cultural, multi-disciplinary team, other agencies, and the public.
- Ability to exercise tact and discretion in dealing with staff and official at all levels within and outside city government.
- Honest, integrity, and ability to maintain confidentiality.
- Advanced-level knowledge of Microsoft Office applications.

THE CURRENT PAY RANGE (550) IS \$46,607 to \$53,328 annually.

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 examinations 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 examination may include written exercises. Selections process component weights will be determined by further analysis of the job.

The examination will be held as soon as practical after **January 28, 2011**. Receipt of applications may be discontinued after this date without prior notice; however, recruitment may continue until the needs of the City have been met. Qualified applicants will be notified by mail of the date, time and place of the examination.

Application materials and further information may be obtained from www.milwaukee.gov/jobs or in person or by mail from City of Milwaukee Department of Employee Relations, Room 706 City Hall, 200 E. Wells Street, Milwaukee, WI 53202-3554, or by calling (414) 286-3751.