

BUSINESS OPERATIONS MANAGER

Health Department

Recruitment #1510-4991-001

List Type Original

Requesting Department HEALTH DEPARTMENT

Open Date 10/16/2015

Filing Deadline 11/6/2015 11:59:00 PM

HR Analyst La'Neka Horton

PURPOSE

The Business Operations Manager-Health directs administrative services of the Health Department, including budget and finance, grants management, building and grounds services, purchasing, supplies, and administrative office services.

ESSENTIAL FUNCTIONS

- Prepare overall Health Department budget.
- Assist in discussions with Budget Office regarding the budget.
- Supervise staff members responsible for: *Accounting, Purchasing, Grants, and Buildings and Grounds services.*
- Manage resources and personnel to effectively and efficiently accomplish multiple tasks simultaneously and within deadlines.
- Utilize a logical approach to plan work and determine task assignments, priorities, and appropriate deadlines.
- Oversee departmental purchasing, and accounting procedures.
- Oversee the administration of grants.
- Oversee approval for bids and payment for services.
- Assist the Mechanical Maintenance Supervisor in the supervision and evaluation of Building and Grounds personnel.
- Oversee maintenance and repair of Health Department facilities.
- Establish departmental policies, goals, objectives or procedures.
- Complete work using various types of computer software.

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. Bachelor's Degree from an accredited college or university in Accounting, Business Administration, Public Administration, or a closely related field.
 - **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.
2. Three years of management experience in the development of major operating and project budgets.
 - **NOTE:** *Equivalent combinations of education and experience may also be considered.*

KNOWLEDGES, SKILLS, ABILITIES AND OTHER CHARACTERISTICS

- Knowledge of practices related to the operation of buildings and grounds.
- Knowledge of business and management principles needed to develop and coordinate the budget.
- Knowledge of purchasing principles and practices.
- Knowledge of principles and practices concerning grants.
- Ability to practice active listening by giving full attention to what other people are saying, taking time to understand the points being made, and asking questions as appropriate.
- Ability to speak with others to convey information (technical and non-technical) clearly and effectively to people at all levels of the organization.
- Ability to read, analyze, and understand general business and technical information and policies and procedures.
- Ability to communicate information and ideas in writing such as reports, business correspondence, emails, and procedure manuals, clearly and effectively to people at all levels of the organization.
- Ability to work with and supervise people from diverse backgrounds.
- Ability to organize work to effectively and efficiently utilize resources and personnel to accomplish multiple tasks according to deadlines.
- Ability to use mathematical concepts such as: Fractions, Percentages, Ratios, and Proportions.
- Ability to use logic and reasoning to identify problems and make sound decisions, including situations where only limited information is available.
- Ability to bring others together and work to reconcile differences.
- Ability to understand new information to facilitate problem solving and decision-making.
- Ability to apply general rules to specific problems in order to find practical solutions.
- Ability to supervise, provide guidance, and direction to subordinates, including setting performance standards and monitoring performance.

CURRENT SALARY

The current starting salary (PG1FX) for City of Milwaukee residents is \$62,338 annually, and the non-resident starting salary is \$60,809. Appointment above the minimum is possible.

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 **November 5, 2015**. 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

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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 during the time it may take to know whether the Wisconsin Supreme Court will review the case. Once the Supreme Court refuses review or affirms the Court of Appeals decision, the City intends to fully enforce the ordinance. 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.***