

# LEGISLATIVE REFERENCE BUREAU MANAGER

Recruitment #1505-5225-001

**List Type** Original

**Requesting Department** COMMON COUNCIL - CITY CLERK

**Open Date** 5/28/2015 12:00:00 PM

**Filing Deadline** 6/26/2015 11:59:00 PM

**HR Analyst** Marti Cargile



## **INTRODUCTION**

*Benefits of working for the City of Milwaukee include the following: 1) defined benefit pension plan; 2) 457 deferred compensation plan; 3) health and dental insurance; 4) long-term disability insurance; 5) group life insurance; 6) paid vacations, holidays, and sick leave; and 7) tuition reimbursement.*

## **PURPOSE**

Under the administrative supervision of the City Clerk, the Legislative Reference Bureau Manager is in charge of Milwaukee's Legislative Reference Bureau (LRB), including the supervision of legislative drafting and research, fiscal research, library service, and code publication.

## **ESSENTIAL FUNCTIONS**

- Supervises the operations of a staff of professionals and support staff members engaged in research, analysis, and library services.
- Ensures that the training and professional development needs of staff members are met.
- Supervises the provision of information to government officials.
- Establishes standards for and supervises the drafting of proposed ordinances and resolutions.
- Supervises the maintenance and updating of the City Charter and the Milwaukee Code of Ordinances.
- Acts as liaison between the Legislative Reference Bureau (LRB) and Common Council members and other city government officials.
- Oversees the budget and fiscal analysis services for the Common Council.
- Determines the annual budget and oversees expenditures for the LRB.
- Directs, reviews, and disseminates studies, reports, and papers relating to city services and problems.
- Oversees the usage and development of the library materials collection.
- Develops services and facilities for improved reference capabilities.
- Develops comparative information sharing channels with governmental, university, and community organizations specializing in urban information.

*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. Master's Degree in political science, public administration, public policy, urban affairs, library science, or a related field from an accredited college or university, AND

2. Four years of progressively responsible professional level research experience with a legislative service, reference bureau, library research agency, university research staff, or a public finance, policy analysis, or similar organization.
  - *Equivalent combinations of education and experience may also be considered.*
  - **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 your college/university name, your name, the degree completed (if applicable) and the date completed.*

**DESIRABLE QUALIFICATIONS**

- Experience with information retrieval systems and other technology used in research and library services.
- Previous management or supervisory experience.
- A related doctoral degree.

**KNOWLEDGES, SKILLS, ABILITIES AND OTHER CHARACTERISTICS**

- Leadership initiative as well as the ability to set goals and communicate and implement a vision for the future.  
Demonstrated ability to supervise professional and support staff members, manage work priorities and projects, and manage multiple activities with differing completion dates.
- Interpersonal skills; ability to work effectively with City officials, staff, LRB users, representatives of other agencies, and citizens.
- Ability to read and interpret a wide variety of materials, including books and periodicals, legislation, policies, reports, technical publications, and electronic documents.
- Written communication and technical writing skills, such as drafting legislation.
- Oral communication skills.
- Customer service skills and ability to satisfy the needs of various constituencies.
- Critical thinking skills: analytical, problem-solving, and decision-making skills as well as sound judgment.
- Ability to plan, prioritize, organize, and accomplish work, along with flexibility.
- Honesty and integrity.
- Knowledge of municipal government, budgeting, and fiscal analysis.
- Knowledge of records management practices.
- Knowledge of research methods and proficiency using specialized computer applications and other resources to conduct research and analyze municipal issues.
- Knowledge of databases, including information retrieval systems such as Dialog, Dow Jones, and Newsbank.
- Knowledge of library science and emerging technologies related to library systems and services.

**CURRENT SALARY**

The current starting salary (PG 1HX) for City of Milwaukee residents is **\$70,827** annually, and the non-resident starting salary is **\$69,090**. 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 **June 26, 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 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.