

MANAGEMENT TRAINEE

Mayor's Office

Recruitment #1505-4357-001

List Type Exempt

Requesting Department DEPT OF EMPLOYEE RELATIONS

Open Date 5/8/2015

Filing Deadline 5/29/2015 11:59:00 PM

HR Analyst Lindsey O'Connor

INTRODUCTION

Are you a recent college graduate interested in a career in public service? Are you interested in making an impact on your community? Look no further! The Management Training Program offers recent college graduates an opportunity to pursue careers in public service with the City of Milwaukee. While appointments to Management Trainee positions are limited to one year, transfer/promotional opportunities to positions within City of Milwaukee agencies may be available upon completion of trainee period.

PURPOSE

The Management Trainee assigned to the **Mayor's Office** will serve as Communications Coordinator and will assist in planning and executing communications and media efforts on behalf of the Office of the Mayor and the City of Milwaukee. ***Appointment to this Management Trainee position is exempt from Civil Service.***

ESSENTIAL FUNCTIONS

- Research, plan and execute events and media opportunities that showcase Administration and department initiatives, priorities and programs.
- Manage the Mayor's Office social media efforts and website, providing content, continuous evaluation and opportunities for improvement.
- Proactively identify opportunities to generate attention to the Administration's efforts.
- Produce news releases and advisories.
- Maintain media directory and media clip files.
- Staff Mayor at various events by coordinating involvement and managing follow-up.
- Conduct research to advance communications and media efforts.
- Assist in the coordination and creation of background materials and key messages.
- Provide input and participate in major office efforts including State of the City, budget address and other special events and programs.

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 in communications, journalism or public relations from an accredited college or university within the past two years (at time of application).
 - **NOTE 1:** Students in their final year of college (at time of application) may participate in the selection process, but would not be eligible for appointment until degree completion.
 - **NOTE 2:** To receive credit for college, transcripts are required and must be received by the application period closing date. College transcripts should be

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attached to your online application. Applications without transcripts attached will be considered incomplete and will be rejected.

- **Your transcripts must include the following: the college/university name, your name, the degree completed (if applicable) and the date the degree was completed.**
2. One year of experience planning and coordinating communications and media efforts (including developing and maintaining a website for an organization) in a public, private, or a non-profit setting.
 3. Valid driver's license at time of appointment and throughout employment.
 4. Availability of a personal vehicle for use on the job. Mileage reimbursement is provided.

KNOWLEDGES, SKILLS, ABILITIES AND OTHER CHARACTERISTICS

- Knowledge of customer service practices and maintaining customer satisfaction.
- Skill in the practice of active listening.
- Skill in the maintenance and development of social media and web content.
- Skill in scheduling, planning and organization communications plans.
- Oral communication skills to communicate clearly and actively with diverse individuals.
- Written communication skills to produce clear and concise reports and correspondence.
- Ability to exercise good judgment and solve problems as they occur.
- Ability to plan, establish priorities and complete multiple projects within deadlines.
- Ability to work independently or as part of a team.
- Ability to work effectively with a variety of people, including coworkers, City officials, representatives of other agencies and the public.

CURRENT SALARY

The current starting salary (PG 2EX) for City of Milwaukee residents is \$45,306 annually, and the non-resident starting salary is \$44,194.

- **Note:** *Management Trainees are not eligible to participate in the employees' retirement system.*

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.

The examination will be held as soon as practical after **May 29, 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.