City of Milwaukee
Dept. of Employee Relations
Room 706, City Hall

PLEASE POST

TRANSFER/PROMOTIONAL OPPORTUNITY
(search reopened)

ADMINISTRATIVE SERVICES MANAGER
(DPW – Operations Division)

THE PURPOSE: Plan, prepare and administer the operating, capital and grant budgets of the Operations Division. Perform fiscal and management analyses to evaluate the effectiveness of operations and services.

ESSENTIAL FUNCTIONS

- Prepare and monitor operating, capital and grant budgets for the Operations Division. The 2007 combined budgets exceed $138,000,000.
- Coordinate division-wide responses to various inquiries from DER, LRB, Budget Office, Comptroller's Office, etc.
- Compile and coordinate submission of Requests to Fill vacant positions and related HR forms required for changes in personnel.
- Prepare biweekly, monthly, quarterly and annual expenditure reports for presentation at monthly Operations Division team meetings.
- Compile and prepare various reports and documents required by Community Development Grants Administration for weekend cleanup box program.
- Supervise an administrative staff of six who are responsible for accounting, customer service, building access, building service calls, solid waste fee, automated scaling system, apartment garbage and other related services.
- Compile statistical data on snowfall, salt usage, operations for snow budget questions. Research other information related to proposed operational changes.
- Represent the Division at various Common Council committee and other public meetings.
- Respond to complex customer inquiries on solid waste fee, apartment garbage and other Environmental Services charges.
- Provide support to the Director of Operations, Buildings & Fleet Superintendent and Environmental Services Superintendent.

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

REQUIREMENTS

- Bachelor's Degree in accounting, business administration, finance or related field from an accredited college or university.
- Five years of progressively responsible professional experience in a position involving governmental accounting or fiscal analysis. Two years of this experience must have been at the level of a Business Operations Manager or equivalent.
- Current status and at least three months of experience as a regularly appointed City of Milwaukee employee.
- Valid Wisconsin Driver's License at time of appointment and throughout employment.

Equivalent combinations of education and experience may be considered.

DESIRABLE QUALIFICATIONS

- Master's Degree in Accounting, Finance or a related field.
- Supervisory experience.

KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge of governmental accounting, budgeting and procurement.
- Knowledge of PeopleSoft FMIS and HRMS systems.
- Ability to allocate people and resources.
- Ability to multi-task and prioritize work for self and others.
- Strong ability to lead and supervise staff members
- Effective oral communication skills, including ability to speak in public forums.
- Ability to write clear and concise communications such as memos, technical reports, budget summaries, policies and procedures, and performance reviews.
- Ability to recognize and solve complex problems.
- Ability to exercise good judgment in decision-making.
- Effective customer service skills when dealing with billing inquiries.

THE CURRENT SALARY GRADE (11) IS: $66,407 - $92,966 annually.

SELECTION PROCESS: The Department of Public Works will conduct a job related selection process consisting of an evaluation of education and experience and a personal interview. The Department reserves the right to invite only the most qualified candidates to the personal interview. The selected candidate will be transferred or promoted into the position.

APPLICATION PROCEDURE: You may obtain applications and further information in person or by mail from the City of Milwaukee, Department of Employee Relations, Room 706, City Hall, 200 East Wells Street, Milwaukee, WI 53202-3554, by visiting our website at www.milwaukee.gov/der, or by calling (414) 286-3751.

All applications should be returned directly to James Purko, DPW-Office of the Commissioner, 841 North Broadway, Room 501 by ***May 7, 2007.***

The City of Milwaukee values and encourages diversity and is an Equal Opportunity Employer.

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