

BUDGET & MANAGEMENT SPECIAL ASSISTANT

Recruitment #1802-4882-001

List Type	Transfer/Promotional
Requesting Department	DOA-Budget and Policy Division
Open Date	2/16/2018 12:00:00 PM
Filing Deadline	3/9/2018 11:59:00 PM
HR Analyst	Deidre Steward

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INTRODUCTION

**** THIS POSITION IS OPEN TO CURRENT CITY OF MILWAUKEE EMPLOYEES ONLY****

PURPOSE

Under the direction of the Budget and Management Director and Budget and Policy Manager-Senior, the Budget and Management Special Assistant serves as an experienced professional budget, management and fiscal policy analyst. The assistant carries out analysis and makes recommendations on major departmental budgets, complex public policy, fiscal and/or management analysis studies and budget administration.

ESSENTIAL FUNCTIONS

- Assume primary responsibility for a significant policy area in the City budget, such as economic development, health care benefits or financial planning.
- Analyze annual budgets for three City departments or funds for administrative and support operations of the City, including performing field investigations.
- Provide budget reviews and recommendations to the Budget and Management Director and the Mayor.
- Participate in the preparation of City-wide budget documents and data summaries on specific recommendations to the budget.
- Assist in the analysis and production of the overall City budget.
- Appear before various committees to clarify and support recommendations.

- Review and analyze requests for filling vacant positions, fund transfers, contingent fund allocations and other management and financial matters from selected departments, and make recommendations regarding these requests.
- Serve as a liaison between the Budget and Policy Division and selected City departments and agencies on budget management, administration matters and issues.
- Provide assistance to staff in analyzing fiscal issues affecting the City.
- Assist staff in strategic planning, financial planning, and performance measurement activities and issues.
- Take a lead role in training and development of other analysts.

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. Regular status as City of Milwaukee employee, having successfully completed a probationary period for a civil service position.
2. Bachelor's degree in political science, economics, accounting, finance, public administration, or a closely related field from an accredited college or university.
3. Three years of progressively responsible experience as a budget analyst or comparable position with significant experience in operating budget analysis or management analysis.

Equivalent combinations of education and experience may be considered.

IMPORTANT NOTE: College transcripts are required and must be received by the application period closing date. Transcripts should be attached to your online application. Applications without transcripts attached will be considered incomplete and will be rejected. Student/unofficial copies are acceptable; however, your transcript must be legible and include your college/university name, your name, the degree completed (if applicable) and the date completed.

DESIRABLE QUALIFICATIONS

- Master's degree in a closely related field from an accredited college or university.

KNOWLEDGES, SKILLS, ABILITIES & OTHER CHARACTERISTICS

- Knowledge of the principles and practices of public policy, fiscal and/or management analysis and budgeting and reporting of financial data.
- Knowledge of mathematics and ability to make accurate calculations.
- Skill in conducting research, analyzing complex issues and formulating recommendations.
- Ability to read and interpret complex job-related documents.
- Written communication skills; ability to produce reports, data analysis, letters, memos and other documents.
- Ability to confidently speak and present recommendations to the Mayor, Common Council members and other policy-making committees.
- Proficiency using computer applications such as spreadsheet, database, and word processing software; ability to use accounting programs.
- Critical thinking skills, including analytical and problem-solving skills, decision-making skills and sound judgment.
- Ability to produce timely annual statements and budget reports.
- Ability to work cooperatively and effectively with coworkers and citizens whose backgrounds may differ from one's own.
- Ability to work well independently and to function as part of a team.
- Organizational and project management skills.
- Ability to work effectively under pressure and tight time constraints to produce high quality product.
- Ability to maintain confidentiality and professionalism.

CURRENT SALARY

The current salary range (Pay Range 2IX) for City of Milwaukee residents is \$58,462-\$81,844 annually, and the non-resident salary range is \$57,028-\$79,836. *Appointment will be made in accordance with the provisions of the salary ordinance.*

SELECTION PROCESS

THE SELECTION PROCESS will be job related and will consist of one or more of the following: an evaluation of related education, experience and accomplishments, written tests, interview, or other assessment methods. The Department of Employee Relations and Dept. of Administration-Budget reserve the right to call only the most qualified candidates to oral, performance tests or personal interviews. Information from the selection process will be used to make a hiring decision. Selected candidates will be transferred and/or promoted to the position.

Note: *Transfer/Promotional Opportunities and Promotional Examinations are not open to Milwaukee Public Schools employees or to the public. Only current City of Milwaukee employees and civilian personnel in MFD and MPD hired through a City Service Commission process who have successfully passed a probationary period for a Civil Service position will be considered. Individuals with exempt, provisional, temporary, or emergency appointments are not eligible for transfer.*

ADDITIONAL INFORMATION

APPLICATIONS and further information can be accessed by visiting www.jobaps.com/MIL.

- Applications and transcripts should be submitted no later than the deadline listed above.
- If you would like assistance completing an application, please contact the Department of Employee Relations at (414) 286-3751 or staffinginfo@milwaukee.gov.
- The Department of Employee Relations is located in City Hall, 200 E Wells St, Room 706, Milwaukee, WI 53202.

CONCLUSION

EEO 202

The City of Milwaukee values and encourages diversity and is an equal opportunity employer.

Click on a link below to apply for this position:

Fill out the Application NOW using the Internet.

