



CURRENT JOB OPENINGS

as of 12/17/2018 1:24 PM



Department of Employee Relations – Staffing Services, City Hall – Room 706, 200 E. Wells St.

For the job descriptions, salaries, minimum education and experience requirements of the positions listed below, and to apply, go to www.milwaukee.gov/jobs. Applications are accepted online only and must be submitted by 11:59 p.m. on the posted deadline.

BENEFITS AND WELLNESS COORDINATOR (Department of Employee Relations) – 12.20.18
The Benefits and Wellness Coordinator helps coordinate and administer all aspects of the City’s benefits programs (including but not limited to health and dental insurance, comprehensive wellness program, onsite clinics, onsite nurse liaison, flexible spending and health reimbursement arrangements, long term disability insurance, life insurance, tuition reimbursement, commute value pass and other voluntary benefits) with a special focus on healthcare and wellness. By analyzing the City's health, wellness and safety data trends this position helps to develop strategies with the Benefits Director and benefits/wellness team to effectively manage those programs and encourage employee participation and engagement. This position participates in annual benefit plan design review and implementation, strategic planning, communication and marketing (including the effective use of social media) of the City's comprehensive benefits and wellness programs.

DIVERSITY RECRUITER (Department of Employee Relations) – 12.27.18
Under the direction of the Staffing Services Manager, the Diversity Recruiter facilitates and implements various initiatives relative to recruitment and retention that support diversity within the City Service; these initiatives include those related to internship/apprenticeship program creation, social media marketing, community outreach and networking.

ECONOMIC DEVELOPMENT SPECIALIST (DCD) – 1.10.19
Under the general direction of the Commercial Corridor Manager, the Economic Development Specialist coordinates economic development initiatives in the City’s neighborhood Commercial Districts and serves as compliance officer for all City Business Improvement Districts and Neighborhood Improvement Districts.

ELEVATOR INSPECTOR (DNS) – *continuous recruitment*
Under the direction of the Electrical Inspection Supervisor, the Elevator Inspector conducts inspections of passenger and freight elevators, chair lifts, handicap lifts, escalators, moving walks, and dumbwaiters. These inspections take place in commercial and industrial buildings to insure that equipment installed in the City of Milwaukee meets the standards prescribed by State and City codes. Inspection work includes testing elevators and reviewing plans or specifications for new or existing elevator installations.

ENVIRONMENTAL HEALTH SPECIALIST (MHD) – 01.04.19
Under the direction of the Consumer Environmental Health Supervisor, the Environmental Health Specialist (EHS) applies environmental and public health control measures to preserve human health, safety, and welfare and protects consumers from fraudulent practices in all commercial transactions involving determinations of quantity.

GRADUATE INTERN (City Clerk) – 12.28.18
Under the direction of the Senior Planner, the Graduate Intern conducts special projects, research, and analysis regarding various historic preservation issues.

IT SECURITY AND AUDIT COMPLIANCE ANALYST (ITMD) – 01.02.19
Under the general direction of the Policy and Administration Manager, the IT Security Audit Analyst is responsible for providing vision and leadership for developing and supporting information technology security initiatives and for serving as the main contact in the division for IT audit activities.

LIBRARY BRANCH MANAGER (MPL) – 12.28.18
Under the general direction of the Public Services Area Manager, a Library Branch Manager serves as Librarian-in-Charge of a branch library, providing leadership for Branch staff and managing the overall service plan and operation of the agency, which includes collection development and maintenance, services and programs, customer and community relations, outreach and partnership development, and oversight of the general maintenance and security of the library building and grounds.

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LIBRARY TECHNOLOGY SPECIALIST (MPL) – 01.04.19

Under the direction of the Technology Training Coordinator, the Library Technology Specialist (LTS) increases digital inclusion throughout Milwaukee by working in branch libraries to conduct computer classes, develop curriculum to meet community needs, staff Drop-In Job Centers, assist the public with computer-related questions and technology issues, and troubleshoot computers.

MANAGEMENT LIBRARIAN (MPL) – 01.11.19

Under the direction of the Assistant Library Director-IT, Technical Services, and Collections, the Management Librarian directs technical processes related to collection development and maintenance of system-wide library materials; supports all aspects of materials handling, including the purchase of books, media, serials, and other library materials for the Milwaukee Public Library (MPL); and provides supervision to the Acquisitions and Serials staff.

PENSION INVESTMENT ANALYST SENIOR, PENSION INVESTMENT ANALYST & PENSION INVESTMENT ANALYST ASSOCIATE (ERS) – 1.1.19

Under the direction of the ERS Deputy Chief Investment Officer, the Pension Investment Analysts monitor performance and compliance relative to the ERS investment portfolio.

PUBLIC HEALTH NURSE COORDINATOR (MHD) – continuous recruitment

Under the direction of the Well Woman's Program Manager, the Public Health Nurse Coordinator assigned to the Milwaukee Breast and Cervical Cancer Awareness Program (MBCCAP) of the Wisconsin Well Woman Program (WWWP) coordinates, handles case management, and assumes leadership in Well Woman's cancer screenings in collaboration with health care providers, educational institutions, and community based organizations. The incumbent in this position also provides case management and coaching services for the WISEWOMAN cardiovascular risk reduction program.

TRAFFIC OPERATIONS ASSISTANT (DPW-Infra-Trans) – continuous recruitment

Under the general direction of the Transportation Operations Engineer, the Transportation Operations Assistant performs traffic studies and compiles and analyzes data related to various transportation functions.

VEHICLE SERVICES TECHNICIAN I (DPW-Ops-Fleet Services) – continuous recruitment

Vehicle Services Technicians inspect, maintain, and repair operating systems for a variety of automobiles, light trucks, vans, heavy trucks and equipment, and other miscellaneous City-owned equipment.

WATER REPAIR WORKER & WATER DISTRIBUTION REPAIR WORKER I (DPW-Water- Distribution) – 01.07.19

The Water Distribution Repair Worker I and Water Repair Worker serve as part of a crew that repairs and maintains the water distribution system so that customers have quality, sufficient water with minimal interruption.

How to learn about City of Milwaukee employment opportunities:

INTERNET: www.milwaukee.gov/jobs

E-MAIL: www.milwaukee.gov/jobs/enotifyjobs

Subscribers receive an e-mail when a new job announcement is posted (includes Fire and Police).

PHONE: (414) 286-5555 (24-hour recording – updated as needed)

IN Job announcements are posted on a bulletin board outside of Room 706 in City Hall; **however**, applications are

PERSON: accepted **online only**. Office hours are weekdays; 8:00 a.m. – 4:45 p.m.

Other employment opportunities:

- **School Crossing Guard:** For an application call the Milwaukee Police Department at (414) 935-7995.
- **Election Workers:** For an application go to: www.milwaukee.gov/HelpMilwaukeeVote
- **Housing Authority:** www.hacm.org/about-us/human-resources/employment-opportunities
- **Compete Milwaukee, Transitional Jobs Program:** call **UMOS** at (414) 389-6000 or for more information go to www.milwaukee.gov/CompeteMilwaukee