

# ADMINISTRATIVE SERVICES COORDINATOR

## Recruitment #2103-0409NR-001

<b>List Type</b>	Original
<b>Requesting Department</b>	DEPT OF CITY DEVELOPMENT
<b>Open Date</b>	3/17/2021 12:06:00 PM
<b>Filing Deadline</b>	4/7/2021 11:59:00 PM
<b>HR Analyst</b>	Deidre Steward

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### INTRODUCTION

*Located on the western shore of Lake Michigan, Milwaukee is an urban hub bursting with energy. Milwaukee provides a casual sophistication – big city appeal without the big city hassles. We are accessible and affordable, and our residents are welcoming. Milwaukee has evolved through the years, bringing together its unsurpassed old world charm with a breathtaking Art Museum, top-flight arts and cultural attractions, professional sports, lakefront festivals, recreational opportunities, and great restaurants.*

*The City of Milwaukee is proud to employ a diverse workforce that is committed to providing exemplary service to the City's residents. If you have a passion for being a part of an inclusive team of public servants, please consider the following opportunity.*

### PURPOSE

Under the direction of the Administrative Services Supervisor, the Administrative Services Coordinator provides confidential executive level administrative support to the Commissioner, Deputy Commissioner, and Planning Division of the Department of City Development (DCD).

### ESSENTIAL FUNCTIONS

#### Executive Level and Administrative Support:

- Provide confidential executive level administrative support to the Commissioner's Office and Planning Division, including the following tasks: coordinating meetings among top-level executives and providing background material as needed; coordinating personal appearances; screening and directing phone calls; greeting and directing visitors; collecting, reviewing, and prioritizing correspondence; performing general research regarding departmental issues and projects upon request; and coordinating and reconciling travel arrangements.
- Provide administrative support to all sections of DCD and assist in delivering various department administrative functions, including typing, formatting, proofreading, distributing and processing confidential and general correspondence and documents; preparing mailings and performing copying, scanning, and faxing; assisting sections with recurring projects or functions; providing backup phone coverage; processing building maintenance requests; processing requisitions and invoice payments; and processing legal claims served.

#### City Plan Commission Support:

- Prepare for monthly meetings of the City Plan Commission as needed by assisting in the preparation of the meeting agenda; preparing and distributing notices of public hearings; distributing meeting materials to staff and Plan Commissioners; creating and maintaining permanent meeting files; and loading electronic versions of meeting materials into tablets used by Commissioners.

#### Records and Supply Management:

- Assist the Administrative Services Supervisor with open records requests and DCD's records management and retention system, including filing and sorting records and repacking and moving boxes of records.
- Manage the office supply room for the department, determining supply needs, ordering supplies, reconciling supply orders, and stocking supplies.

*We welcome qualified individuals with disabilities who are interested in employment and will make reasonable accommodations during the hiring process in accordance with the Americans with Disabilities Act (ADA) of 1990, as amended by the Americans with Disabilities Act Amendments Act (ADAAA) of 2008.*

## CONDITIONS OF EMPLOYMENT

- The incumbent must be able to lift, carry, move, and position objects and boxes weighing up to 10 lbs.
- Based upon each department's responses to the COVID-19 pandemic and the needs of each department, employees may be expected to work from home intermittently or continuously.

## MINIMUM REQUIREMENTS

1. Bachelor's degree in business administration, public administration, management, or a closely related field.
2. Two years of office support experience coordinating or working on a variety of complex clerical assignments related to the essential functions listed above.

*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

- Familiarity with the organization and operation of the Department of City Development, the Redevelopment Authority of the City of Milwaukee, and the City Plan Commission.

## KNOWLEDGE, SKILLS, ABILITIES & OTHER CHARACTERISTICS

### Technical Skills

- Knowledge of office systems and procedures.
- Ability to perform executive level administrative support functions, including managing calendars for a commission and for senior staff.
- Ability to read, understand, and apply information in work-related documents such as written directions, policies, and procedures.
- Knowledge of English writing mechanics and the ability to proofread documents and reports.
- Proficiency with Microsoft Office suite software (Word, Excel, and Outlook) to be able to prepare clear, error-free correspondence and reports.
- Ability to manage and order office supplies.

### Organizational, Management, and Critical Thinking Skills

- Ability to organize and maintain files, records, and schedules as well as coordinate activities and operations.
- Time management skills, including the ability to manage multiple and competing priorities.
- Ability to perform detailed work accurately and efficiently.
- Ability to demonstrate initiative, flexibility, and sound judgment.
- Honesty, integrity, the ability to maintain confidentiality, and a commitment to safeguarding City resources.

### Communication, Interpersonal, and Customer Service Skills

- Excellent oral and written communication skills to professionally, effectively, and efficiently share information with a diverse group of internal and external customers, such as managers, coworkers, and members of the general public, media, and private sector.
- Strong interpersonal, listening and customer service skills and ability to respond to inquiries with tact, diplomacy, and discretion.
- Ability to maintain a calm and professional demeanor when faced with sensitive topics.
- Ability to work both independently and in a team environment.
- Ability to work cooperatively and fairly with others whose backgrounds may differ from one's own.

## CURRENT SALARY

The current starting salary (Pay Range 5JN) is \$49,344 and the resident incentive starting salary for City of Milwaukee residents is \$50,824. Appointment will be made in accordance with the City of Milwaukee salary ordinance.

The City of Milwaukee provides a comprehensive benefit program which includes:

- Defined Benefit Pension Plan
- 457 Deferred Compensation Plan
- Health and Dental Insurance
- Comprehensive Wellness Program
- Onsite Clinic Services
- Onsite Employee Assistance Program
- Alternative Work Schedules
- Long Term Disability Insurance
- Group Life Insurance
- Tuition Benefits
- Paid Vacation
- 11 Paid Holidays
- Paid Sick Leave and other paid leaves
- Flexible Spending Arrangement
- Commuter Value Pass

For full details of the benefits offered by the City of Milwaukee, please visit <https://city.milwaukee.gov/der/benefits>.

## 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 **April 7, 2021**. 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.

## ADDITIONAL INFORMATION

**APPLICATIONS** and further information can be accessed by visiting [www.jobaps.com/MIL](http://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](mailto:staffinginfo@milwaukee.gov).
- The Department of Employee Relations is located in City Hall, 200 E Wells St, Room 706, Milwaukee, WI 53202.

## CONCLUSION

*EEO 501*

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