

# BUSINESS OPERATIONS MANAGER-NEIGHBORHOOD SERVICES

Recruitment #1909-4983-001

<b>List Type</b>	Original
<b>Requesting Department</b>	DEPT OF NEIGHBORHOOD SRVCS
<b>Open Date</b>	9/11/2019 11:38:00 AM
<b>Filing Deadline</b>	10/4/2019 11:59:00 PM
<b>HR Analyst</b>	Kristin Urban

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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.*

## PURPOSE

Under the direction of the Commissioner of the Department of Neighborhood Services (DNS), the Business Operations Manager – Neighborhood Services serves as the departmental budget and finance manager and supervises several support functions, including administrative, information technology, certification and communications.

## ESSENTIAL FUNCTIONS

- Prepare budget and revenue estimates and revisions, monitor expenditures and revenues and prepare fund transfer and carryover requests. Perform expenditure and revenue forecasting and salary projections; oversee position control tracking and monitor performance measures. Approve payment of all invoices.
- Prepare financial reports, grant budgets and amendments, monitor grant expenditures and ensure that reporting requirements are met. Oversee and monitor departmental purchasing and accounting procedures, including control of expenditures, approval of contract bids, approval of payments for services and contract administration.
- Draft policies and procedures relative to departmental business functions.

- Supervise information technology, certification, communications and the Property Registration program; supervise the Compliance Loan Program.
- Serve as the departmental resource for the Financial Management Information System (FMIS).
- Represent the DNS on fiscal and legislative matters before committees of the Common Council, including the Finance and Personnel and the Judicial and Legislative Committees.
- Collaborate with the Commissioner of DNS and senior staff to develop workforce planning strategies that effectively leverage budget dollars and drive efficiency.
- Collaborate with Human Resources staff relative to costing employee issues that have fiscal impact.

*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.*

## CONDITIONS OF EMPLOYMENT

### MINIMUM REQUIREMENTS

1. Bachelor's degree in business or public administration or a related field from an accredited college or university.
2. Five years of progressively responsible experience in policy development, financial analysis and budgeting, performing duties related to the position.

*Equivalent combinations of education and experience may also be considered.*

IMPORTANT NOTE: To receive credit for college, transcripts are required and must be received by the application period closing date. College transcripts should be attached to your online application. Student/unofficial copies are acceptable; however, your transcripts must be legible and include your name, the university name, the degree completed, and the degree completion date.

### DESIRABLE QUALIFICATIONS

- Master's degree in business or public administration from an accredited college or university.
- Experience in public sector budgeting and finance.

### KNOWLEDGES, SKILLS, ABILITIES & OTHER CHARACTERISTICS

- Knowledge of the principles and practices of governmental accounting, finance, and budgeting.
- Knowledge and understanding of the process and procedures related to budget preparation and administration.

- Knowledge of mathematics related to finance and the ability to consistently make accurate financial calculations and projections.
- Ability to define problems, collect data, establish facts and draw valid conclusions.
- Ability to draft, read and interpret budgetary and financial documents and policies.
- Strong analytical, research, and project participation skills.
- Ability to utilize standard computer software and programs such as word processing, spreadsheet and databases to create documents and prepare reports.
- Ability to utilize PeopleSoft's Financial Management Information System (FMIS) and Human Resources Management System (HRMS).
- Ability to work independently while supporting and mentoring staff members.
- Ability to work effectively under pressure while handling multiple tasks.
- Ability to work effectively in a diverse, collaborative, team-oriented environment.
- Ability to work effectively with all levels of employees, management, consultants, elected officials, and the public.
- Proficient oral and written communication skills, including ability to clearly present information to elected officials.
- Ability to effectively lead, develop and provide guidance to staff members engaged in business activities.
- Attention to detail.
- Ability to maintain complete confidentiality; demonstrate honest, ethical behavior; and use sound judgment.

## CURRENT SALARY

The current salary range (1FX) is \$62,338- \$87,270 annually and the resident incentive salary range for City of Milwaukee residents is \$64,209-\$89,889 annually.

*Appointment above the minimum is possible based upon level of experience and other qualifications and is subject to approval.*

The City of Milwaukee provides a comprehensive benefit program that includes the following:

- 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/Benefits2019#.XBriQE2ot6A>.

## 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 **Friday, October 4, 2019**. 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 may be accessed by visiting, <http://city.milwaukee.gov/jobs>.
- 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 at City Hall, 200 E. Wells St., Room 706, Milwaukee, WI 53202.

## CONCLUSION

EEO 102

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