

PROGRAM ASSISTANT I

Election Commission

The eligible list resulting from this examination may be used to fill similar positions.

PURPOSE: Coordinate the recruitment, training, assignment and retention of the city's election workers.

ESSENTIAL FUNCTIONS:

- ❖ Develop a comprehensive recruitment plan to ensure sufficient election worker coverage, particularly during high voter participation elections.
- ❖ Develop an election worker training plan that includes training curriculum, competency testing and facility logistics.
- ❖ Develop a plan for assigning election workers and meeting the staffing needs of each voting site on each Election Day.
- ❖ Develop systems for recognizing and retaining election workers.
- ❖ Ensure diversity and full community representation in the election worker staffing pool, including coordinating the bilingual (English/Spanish) election worker program.
- ❖ Maintain an election worker database for tracking election worker records.
- ❖ Generate all data and reporting requirements needed to complete an election worker payroll after each election.
- ❖ Train, supervise, and evaluate a staff of Temporary Office Assistants (TOAs) that assist with the duties of this position.
- ❖ Staff appropriate committees and task forces as needed, including the Bilingual Advisory Task Force.

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

MINIMUM REQUIREMENTS:

1. Four years of progressively responsible administrative experience performing duties closely related to the position.
 2. Valid driver's license at time of hire and throughout employment.
- NOTE: Equivalent combinations of education and experience may be considered.

If college is used to substitute for experience, college transcripts are required and must be received within three business days after the application period closes. College transcripts may be either attached to the application, sent to staffinginfo@milwaukee.gov or sent to Box PA I, Department of Employee Relations, Room 706, City Hall, 200 E. Wells St, Milwaukee, WI 53202. Student copies are acceptable. Only applications with transcripts will be considered; applications without transcripts will be rejected.

DESIRABLE QUALIFICATIONS:

- Fluent in English and Spanish.
- One year of lead worker experience.

KNOWLEDGE, SKILLS, ABILITIES AND OTHER CHARACTERISTICS REQUIRED:

- ❖ Excellent written and oral communication skills.

Program Assistant I (Election Commission)

- ❖ Excellent customer-service skills, including the ability to manage difficult or irate persons.
- ❖ Strong analytical, reasoning and time management skills

SALARY: The current starting salary is \$40,100 annually for City of Milwaukee residents. The non-resident starting salary is \$39,507 annually.

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.

NOTE: The City's residency requirement as set forth in City Charter 5-02 is under litigation. If you have questions regarding your individual circumstances as part of the application and/or selection process, please contact 286-2105.

The examination will be held as soon as practical after **September 3, 2013**. Receipt of applications may be discontinued after this date without prior notice. However, recruitment may continue until the needs of the city have been met. Qualified applicants will be notified by mail 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.

APPLICATIONS and further information may be obtained in persona or via mail from City of Milwaukee Department of Employee Relations, 200 E Wells St Room 706, City Hall, , Milwaukee, WI 53202-3554, from www.milwaukee.gov/jobs or by calling 414-286-3751.

#13-086 – KU (CN) – 8/7/13 – EEO 501