

PROGRAM ASSISTANT II

Department of Public Works – Operations Division

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

PURPOSE: Administer and audit the Snow and Ice fee, the Solid Waste charge, the extra cart fee, and other fees for services administered by the Operations Section. This position will also assist with the tracking of fixed costs associated with the fee, help identify cost drivers of fees, and help properly allocate expenses.

ESSENTIAL FUNCTIONS:

- ◆ Conduct an analysis of all snow and ice fees and solid waste fees to ensure accurate charges
 - ◆ Respond to inquiries regarding solid waste fee, snow and ice fee, additional cart fee and other fees; communicate with staff and elected officials on fee related matters; assemble a case and defend the City's position for fee related matters at the Administrative Review and Appeals Board
 - ◆ Assist with the identification of cost drivers and fixed costs associated with Operation's fees for service
 - ◆ Perform other duties as assigned
- 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. A minimum of four years of progressively responsible experience in administrative work including accounting, office administration, use of statistics, budgeting, and word processing.
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 PA11, 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.
2. Valid driver's license at time of appointment and throughout employment.
3. Residency in the City of Milwaukee within 6 months of appointment and throughout employment.

KNOWLEDGES, SKILLS, ABILITIES AND OTHER CHARACTERISTICS:

- ◆ Knowledge of City of Milwaukee Ordinances related to user charges such as Snow and Ice, Solid Waste, and the additional cart charge
- ◆ Knowledge of and the ability to use computer programs, including MS Office, Outlook, Water billing system, GIS systems and various DPW specific applications
- ◆ Knowledge of basic accounting principles
- ◆ Ability to apply ordinances and rules and regulations to actual scenarios
- ◆ Ability to multitask and prioritize work
- ◆ Interpersonal skills including customer service skills
- ◆ Oral communication skills, including the ability to make presentations at public meetings and communicate with elected officials
- ◆ Written communication skills in order to prepare correspondence and reports

THE CURRENT SALARY RANGE (5FN) is: \$39,522 to \$47,065 annually with excellent benefits. Recruitment is at \$41,495.

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.

The examination will be held as soon as practical after **April 19, 2013**. 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 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 can be obtained in person or via mail from City of Milwaukee Department of Employee Relations, 200 E Wells St, Room 706, Milwaukee WI 53202-3554, from www.milwaukee.gov/jobs, or by calling 414.286.3751.

#13-043 CKS (CN) – 3/26/13 – EEO 501