

STAFF ASSISTANT-SENIOR

Recruitment #1811-4944-001

List Type	Exempt
Requesting Department	Milwaukee Police Department
Open Date	11/16/2018 08:00:00 AM
Filing Deadline	12/7/2018 11:59:00 PM
HR Analyst	Marti Cargile

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INTRODUCTION

This non-sworn (civilian) position is exempt from Civil Service and serves at the pleasure of the Chief of Police.

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

The Staff Assistant-Senior provides staff assistance and consultation to the Chief of Police and performs confidential and complex high-level administrative duties for the Executive Command Staff of the Milwaukee Police Department (MPD).

ESSENTIAL FUNCTIONS

- Manage the workflow within the Office of the Chief. Maintain scheduling to ensure adequate coverage of the office. Work closely with the Chief of Staff, the Office of Management Analysis and Planning Director, and the Public Information Office Sergeant to coordinate communication and responsibilities.
- Review, prioritize, and delegate responses related to incoming correspondence and documents. Review daily Field Deputy activity reports, and advise the

Chief of Police regarding confidential matters. Monitor items for appropriate follow-up.

- Supervise, evaluate, and train administrative assistants assigned to the Office of the Chief. Make hiring recommendations, assign and direct daily work, approve time, assess performance, coach for improvement, and discipline as necessary.
- Prepare correspondence on behalf of the Chief of Police and Executive Command Staff.
- Gather, organize, review, analyze, compile, and prepare information for reports requested by the Chief of Police or Executive Command Staff. Conduct research and gather data for special projects assigned by the Chief of Police in preparation for meetings, investigations, and conferences.
- Monitor Common Council proceedings, and assign MPD representatives to appear as necessary. Apprise the Chief of Police regarding same.
- Monitor and track memorandums of understanding (MOUs), collaborative agreements, and partnerships with outside entities, including local, state, and federal law enforcement, community organizations, and other City agencies. Coordinate information presented at briefings and meetings.
- Coordinate the timely and accurate flow of information between the Chief of Police and others.
- Respond to inquiries, service requests, and complaints from citizens, City department heads, elected and appointed officials, and local, state, and federal law enforcement executives. Evaluate, advise, or assign investigations as needed, filing reports or drafting written correspondence as necessary.
- Prepare summaries for the Fire and Police Commission regarding officer-involved shootings and critical incidents. Ensure members involved in these situations adhere to the established criteria regarding administrative leave, and make appropriate notifications to executive-level command officers.
- Coordinate the response of the Chief's staff during activation of the Department's Emergency Operations Center (EOC). Serve as a member of the EOC staff, liaising between the EOC commander and the Chief of Police. Maintain the EOC facilities, and schedule training and test mobilizations.
- Attend various civic functions and internal and external meetings. Serve on committees and task forces.

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.

- Subject to call-in by the Chief of Police.
- Willingness to work beyond standard business hours, including some evenings and weekends, as needed.

MINIMUM REQUIREMENTS

1. Bachelor's degree in business or public administration, communications, English, or a related field from an accredited college or university.
2. Three years of progressively responsible experience serving in a high-level administrative role that required using independent judgment and interpreting and applying various policies, rules, and regulations; experience must include at least one year functioning in a lead capacity.
3. Valid Wisconsin Driver's License at the time of appointment and throughout employment.

Equivalent combinations of education and experience may also be considered. For example, a related associate's degree plus five years of experience as described above under #2 is considered equivalent. However, there is no acceptable substitution for the "one year functioning in a lead capacity" requirement.

DESIRABLE QUALIFICATIONS

- Experience working in the public sector and/or a law enforcement environment.
- Familiarity with emergency response procedures and the Incident Command System.

KNOWLEDGES, SKILLS, ABILITIES & OTHER CHARACTERISTICS

- Knowledge of administration, management, and personnel principles, procedures, and systems.
- Knowledge of governmental operations; ability to learn and apply MPD Rules and Procedures and Standard Operating Procedures (SOPs) as well as local ordinances and state laws.
- Ability to perform complex administrative duties with speed and accuracy.
- Ability to read and interpret complex documents such as policies, procedures, and technical publications.
- Proficiency using the intermediate-to-advanced features of word processing, spreadsheet, presentation, and personal information manager programs such as Microsoft Outlook. Ability to learn and use job-specific computer programs and systems.

- Research and data compilation skills to be able to gather information and produce reports and summaries.
- Written communication skills to be able to produce well-crafted, error-free correspondence and documents.
- Oral communication and customer service skills to be able to clearly, tactfully, and courteously share information with internal and external customers.
- Interpersonal skills to be able to maintain effective working relationships with sworn and civilian staff, representatives of City departments, elected and appointed officials, representatives of outside agencies, consultants, vendors, members of the media, and the public.
- Ability to work cooperatively in a team-oriented, collaborative environment with people whose backgrounds may differ from one's own.
- Supervisory skills to be able to effectively manage, coach, and train staff.
- Critical thinking skills, including analytical and problem-solving skills.
- Ability to make sound decisions independently working within departmental procedures and policies.
- Organizational and record-keeping skills to be able to manage a large volume of documents and data.
- Ability to prioritize and accomplish work within tight and changeable deadlines.
- Ability to learn to function effectively within a paramilitary-style organizational structure.
- Ability to remain calm and professional during emergency situations.
- Resourcefulness and initiative to meet departmental needs.
- Honesty, discretion, and the ability to maintain confidentiality regarding sensitive departmental matters.

CURRENT SALARY

The current salary range (Pay Range 2IX) for City of Milwaukee residents is \$58,462-\$81,844 annually, and the non-resident annual salary range is \$57,028-\$79,836. 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 <http://city.milwaukee.gov/der/Benefits-2018#.WgYyqE2ovAA>.

SELECTION PROCESS

Screening for this position will be based on an evaluation of each applicant's education, experience, and professional accomplishments, which should be detailed in a cover letter and resume.

*Email cover letter and resume by **Friday, December 7, 2018** to:*

Pamela Roberts, Human Resources Specialist, PROBER@milwaukee.gov, 414- 935-7191.

Please include the phrase "Staff Assistant-Senior" in the subject line.

The Milwaukee Police Department reserves the right to invite only the most qualified applicants to participate in the selection process.

INITIAL FILING DATE: The selection process will be conducted as soon as practical after **Friday, December 7, 2018**. 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. The applicant is responsible for attending all phases of the job selection process at the time and place designated by the City of Milwaukee.

** NOTE: Candidates must pass a Milwaukee Police Department background investigation before hire. **

ADDITIONAL INFORMATION

- If you would like assistance completing an application, please contact the Department of Employee Relations at (414) 286-3751 or staffinginfo@milwaukee.gov.
- The Department of Employee Relations is located at City Hall, 200 E. Wells St., Room 706, Milwaukee, WI 53202.

