

# ADMINISTRATIVE SUPPORT SPECIALIST

Recruitment #2011-4034-001

List Type	Transfer/Promotional
Requesting Department	DOA - PURCHASING DIVISION
Open Date	11/16/2020 1:00:00 PM
Filing Deadline	12/7/2020 11:59:00 PM
HR Analyst	Jeff Harvey

[Go Back Apply](#)

## INTRODUCTION

**\*\* ONLY CURRENT CITY OF MILWAUKEE EMPLOYEES WILL BE CONSIDERED \*\***

*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

The Administrative Services Specialist performs support functions related to budget preparation, accounting, record management and payroll.

## ESSENTIAL FUNCTIONS

- Prepare the annual budget for the Purchasing Division.
- Assist the Purchasing Director by coordinating office activities, office supply needs and preparing routine correspondence and reports for signature.
- Maintain the filing system; respond to open records requests.
- Coordinate the Finance & Personnel Committee approval process, including reviewing exception to bid procurement requests to ensure that related guidelines are met.
- Prepare monthly and year-end statistical purchasing performance reports.
- Research and coordinate studies related to legislative changes, contracting requirements and audits.
- Act as the departmental payroll clerk; maintain payroll records.
- Assist with the coordination of the citywide procurement card program.
- Administer and manage the City's On-line Auction of surplus property and obsolete goods.

*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.*

## MINIMUM REQUIREMENTS

1. Regular status as a City of Milwaukee employee, having successfully completed a probationary period for a civil service position.
2. Bachelor's degree in business, communications or a related field from an accredited college or university.  
-- OR --  
Four years of progressively responsible administrative support experience.

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

**IMPORTANT NOTE:** To receive credit for college coursework, transcripts are required and must be received by the application period closing date. College transcripts should be attached to your online application. Your transcript must be legible and include the university or college name, your name, the degree completed (if applicable), and the degree completion date.

## KNOWLEDGES, SKILLS, ABILITIES & OTHER CHARACTERISTICS

- Ability to effectively utilize spreadsheets and word processing software.
- Ability to think critically and analytically.
- Ability to provide excellent customer service to internal and external customers, including responding to requests promptly.
- Superior organizational skills to manage multiple time sensitive tasks simultaneously.
- Ability to read, interpret and write reports.
- Ability to listen and verbally communicate complex issues on the phone and in person.
- Ability to work with a great degree of accuracy.
- Ability to exercise sound judgment and discretion.
- Skill in problem-solving complex issues.
- Ability to build and maintain good working relationships across all staff levels in a multi-disciplinary, multi-cultural environment.
- Ability to work cooperatively and effectively with people whose backgrounds may differ from one's own.
- Ability to maintain confidentiality and to protect information in compliance with applicable rules and regulations.
- Ability to exhibit exemplary professionalism.

## CURRENT SALARY

The current starting salary (2DN) is \$42,500 and the resident incentive starting salary for City of Milwaukee residents is \$43,775. Appointment will be made in accordance with the provisions of the salary ordinance.

## SELECTION PROCESS

THE SELECTION PROCESS will be job related and will consist of one or more of the following: an evaluation of related education, experience and accomplishments, written tests, interview, or other assessment methods. The Department of Employee Relations and DOA-Purchasing reserve the right to call only the most qualified candidates to oral, performance tests or personal interviews. Information from the selection process will be used to make a hiring decision. Selected candidates will be transferred and/or promoted to the position.

INITIAL FILING DATE – The selection process will be held as soon as practical after the application deadline listed above. 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 selection process at the time and place designated by the Department of Employee Relations and/or the hiring authority.

**NOTE: Transfer/Promotional Opportunities and Promotional Examinations are not open to Milwaukee Public Schools employees or to the public. Only current non-probationary City of Milwaukee employees and civilian personnel in MFD and MPD hired through a City Service Commission process will be considered. Individuals with exempt, provisional, temporary or emergency appointments are not eligible for transfer/promotional opportunities.**

## ADDITIONAL INFORMATION

- Applications and further information can be accessed by visiting [www.jobaps.com/MIL](http://www.jobaps.com/MIL).
- 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

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