



TRANSFER/PROMOTIONAL OPPORTUNITY

ADMINISTRATIVE ASSISTANT II

Department of Public Works Water Works - Administration

PURPOSE: Conduct executive level administrative functions for the Milwaukee Water Works Superintendent, including confidential correspondence, timely flow of information, coordinating administrative and technical details, detailed documentation, and record keeping.

ESSENTIAL FUNCTIONS:

- Manage office details for the Milwaukee Water Works Superintendent, such as routine requests, schedule and calendar, and management meeting agenda.
- Prioritize and respond to telephone inquiries and emails from Common Council members, other elected officials, government agencies, and the public.
- Interpret and administer office policies, programs and regulations.
- Supervise, train, and review the work of other support staff members.
- Manage multiple projects and tasks with competing priorities and deadlines.
- Process communications from elected officials, Mayor's office, the media, and other departments based on the needs of the Superintendent.
- Prepare and execute assignments that are highly confidential in nature.
- Compose letters, reports, spreadsheets, presentations, and other correspondence.
- Compile data and prepare time-sensitive reports for submittal to the Wisconsin Department of Natural Resources, Public Service Commission of Wisconsin, Commissioner of Public Works, and other internal departments.
- Provide confidential administrative support to the Administration and Projects Manager, Water Business Manager, Chief Design Engineer, Water Security Manager, and Water Marketing Specialist.
- Serve as Division Coordinator for programs, events, and special projects.
- 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. Current status as a regularly appointed City of Milwaukee employee having passed probation for the current position held.
2. Four years of progressively responsible executive level administrative support required, with one year at the level of Office Assistant III.

Equivalent combinations of education and experience may be considered.

KNOWLEDGE, SKILL, ABILITIES, AND OTHER CHARACTERISTICS:

- Advanced knowledge of standard clerical procedures and office management techniques.
- Ability to think independently, exercise sound judgment, and make good decisions.

Administrative Assistant II (DPW-Water Works, Admin.)

- Ability to effectively plan, organize, prioritize, and accurately complete assignments in order to meet deadlines.
- Ability to recognize the need to and maintain confidentiality of reports and communications.
- Ability to manage multiple assignments within specified deadlines.
- Skill in reading and interrupting administrative regulations, legislation, policies, procedures, and rules and directives.
- Skill in listening and verbal communication with the general public, elected officials, employees, governmental agencies and the media.
- Ability draft and prepare clear, concise, and grammatically correct letters, memos, minutes, and other written documents.
- Ability to perform research and compile reports using various sources of information and data.
- Skilled in office related computer and software applications.
- Ability to interact positively and in a professional manner with a diverse group of internal and external customers.

CURRENT PAY RANGE (PG 6HN) IS: \$36,170 - \$40,836 annually plus excellent benefits. Recruitment is at \$36,902 annually.

THE SELECTION PROCESS will be job-related and 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 the hiring department 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.

APPLICATION PROCEDURE:

- Applications can be obtained from the Department of Employee Relations, Room 706, City Hall, 200 E. Wells St., Milwaukee WI 53202-3554, by calling 414-286-3751 or by visiting www.milwaukee.gov/jobs.
- ***Applications should be returned to: Laura Daniels, Administration and Projects Manager, Milwaukee Water Works, 841 N. Broadway, Room 409, by March 22, 2013. Receipt of applications may be discontinued any time after that date.***