



TRANSFER/PROMOTIONAL OPPORTUNITY

ADMINISTRATIVE SPECIALIST- SENIOR

A Transfer / Promotional Opportunity is available to Current City Employees for the position of Administrative Specialist-Senior assigned to the Business Administration Division of the City of Milwaukee Health Department.

THE BASIC PURPOSE of this position assigned to the Accounting section of the Administration Division is to assist the Business Operations Manager in planning, implementing, and supervising departmental accounting, budgeting, and payroll activities for City of Milwaukee Health Department (MHD) grants.

ESSENTIAL FUNCTIONS:

Essential Duties and Responsibilities include the following. Other duties may be assigned.

50% Grant and Reimbursable Accounting

- Responsible for record keeping and preparation of expenditure reports and billings for all reimbursable and grant projects and contracts;
- Prepare expenditure reports to assist in compilation of Medicare waiver (Municipal Health Services Program-MHSP) cost reports;
- Work with grant project managers for timely submission of grant activities and documentation and monitoring of their expenditures;
- Act as MHD liaison for daily operations to the Comptroller's Office and the Budget Office regarding programs funded by grant and reimbursable sources;
- Process and prepare expenditure reports and billings, and quarterly and final fiscal reports for grant projects and contracts;
- Under the direction of the Business Operations Manager, ensure the proper charging of labor to grant programs and various work orders;
- Prepare Common Council files and resolutions for MHD grant projects;
- Maintain filing system for all grants, reimbursable, and occupancy and service agreement contracts.

40% Process vouchers and requisitions for expenditures

- Secure and compute estimated costs;
- Prepare vouchers for payment for grant and other miscellaneous expenditures;
- Prepare requisitions by estimating costs;
- Routinely provide the Business Operations Manager with balances in various grant accounts;
- Inform the Business Operations Manager, Division Managers and Program Managers of potential problems in grant accounts as related to overspending, failure to follow established procedures, etc.

10% Other Functions

- Exercise fund control for the MHD in accordance with procedures established by the City Comptroller's Office; and 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.

REQUIREMENTS:

- **Current status and at least 3 months of experience as a regularly appointed full-time employee of the City of Milwaukee.**
- Bachelor's degree (B.A.) from a four-year accredited college or university in Business, Public Administration or closely related field; and two years of experience related to the Essential Functions above
NOTE: Equivalent combinations of education and experience may be considered.
- Ability to work with confidential and sensitive information.
- Advanced/Basic knowledge of and ability to work with Accounting Peoplesoft - FMIS software; Peoplesoft - HRMS software; Payroll Peoplesoft & Time Entry systems; Spreadsheet software and Word Processing software.
- Excellent communication and customer service skills.
- Excellent organizational skills.

- Ability to define problems, collect data, establish facts, and draw valid conclusions when dealing with a variety of technical, abstract and concrete variables.
- Ability to build and maintain good working relationships across all staff levels in a multi-disciplinary, multi-cultural environment.

THE SALARY RANGE IS (004) - \$1,633.77 - \$2,287.24 biweekly

THE SELECTION PROCESS will be job related and will consist of one or more of the following: an evaluation of related training, 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: If you are interested in this position, please forward a copy of your resume or completed City of Milwaukee application form **and** letter of interest to Ms. Victoria Robertson, Human Resources Analyst Senior, Milwaukee Health Department, Zeidler Municipal Building Third Floor, 841 North Broadway, Milwaukee, Wisconsin 53202, by **June 2, 2006**. Your letter of interest should document how your education and experience qualify you for this position.

Applications may be obtained from the Department of Employee Relations web site: www.milwaukee.gov/der, or in person or by mail from the City of Milwaukee Department of Employee Relations, 200 E. Wells St., Room 706, City Hall, Milwaukee, WI 53202-3554, or by calling 414-286-3751.

The City of Milwaukee Health Department values and encourages diversity and is an Equal Opportunity Employer.

#06-058TR—TJK (SM)

5/12/06