

## BUSINESS OPERATIONS MANAGER-HEALTH

### Recruitment #1711-4991-001

<b>List Type</b>	Transfer/Promotional
<b>Requesting Department</b>	HEALTH DEPARTMENT
<b>Open Date</b>	1/26/2018 4:00:00 PM
<b>Filing Deadline</b>	2/9/2018 11:59:00 PM
<b>HR Analyst</b>	Nola Nelson

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### Introduction

**\*\* THIS POSITION IS OPEN TO CURRENT CITY OF MILWAUKEE EMPLOYEES ONLY\*\***

*The Milwaukee Health Department is a leader in assuring that Milwaukee is the healthiest city in the nation.*

### Purpose

The Business Operations Manager-Health serves as a member of the Milwaukee Health Department's (MHD) administrative management team and reports to the Health Operations Administrator. This position provides direction for administrative services including the supervision of staff involved in the preparation of budget and finance documents, grants management, building and grounds services, procurement, accounting and administrative office services.

### Essential Functions

- Prepare overall Health Department budget, including serving as a liaison with the Budget Division in the Department of Administration.
- Oversee departmental purchasing, accounting procedures, grants administration, bid approvals and payments for services.

- Assist in the development and preparation of grant applications and coordinate the implementation, administration and compliance reporting requirements of the grants.
- Act as liaison on capital projects, including evaluating proposals, monitoring progress and reporting expenditures to necessary entities.
  - Conduct and prepare financial analysis of existing and proposed MHD projects.
- Supervise accounting and inventory personnel and the Mechanical Maintenance Supervisor; collaborate with Health Personnel Officer on personnel matters.
- Assist the Mechanical Maintenance Supervisor in the supervision and evaluation of buildings and grounds personnel.
  - Represent the MHD before various committees, including the Common Council.
- Establish departmental policies, goals, objectives, or procedures related to administrative and buildings/grounds services.

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.

#### **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 accounting, business administration, finance, public administration, or a closely related field from an accredited college or university.
3. Four years of management-level experience in the development of major operating and project budgets, with experience performing duties related to this position.

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

IMPORTANT NOTE: To receive credit for college, transcripts are required and must be received by the application period closing date. College transcripts should be attached to your online application. Applications without transcripts attached will be considered incomplete and will be rejected.

Your transcript must be legible and include the following information: the university or college name, your name, the degree completed (if applicable) and the date the degree was completed.

#### **Knowledges, Skills, Abilities & Other Characteristics**

- Knowledge of accounting, budgeting and financial management.
  - Knowledge of budget development and preparation.

- Knowledge of financial operations including operations/maintenance, capital, purchasing, accounts payable/receivable, invoice/inventory controls, and grants.
- Knowledge of principles and practices related to grants, including coordination, implementation, administration and compliance reporting requirements.
- Knowledge of the laws, rules, and regulations governing the practices and procedures of human resources.
  - Knowledge of purchasing principles and practices.
  - Skill in developing revenue and capital budget forecast.
  - Skill in presenting financial information to various group sizes.
    - Ability to establish and implement fiscal policy.
      - Ability to perform financial analysis.
    - Ability to administer work rules, policies and procedures.
- Ability to use standard computer software and programs such as word processing, spreadsheet, database, and the Internet.
- Ability to use mathematical and statistical concepts and the ability to make accurate calculation to execute various functions such as budgeting, accounting and reporting.
- Ability to use logic and reasoning to identify problems and make sound decisions, including situations in which only limited information is available.
  - Ability to oversee the operation of buildings and grounds.
- Ability to practice active listening by giving full attention to what other people are saying, taking time to understand the points being made, and asking questions as appropriate.
- Ability to convey information (technical and non-technical) clearly and effectively to people at all levels of the organization.
- Ability to read, analyze, and understand general business and technical information and policies and procedures.
  - Ability to clearly and effectively communicate information and ideas in writing, including reports, business correspondence, email, and procedure manuals.
    - Ability to work effectively in a diverse, team-oriented environment.
  - Ability to organize work to effectively and efficiently utilize resources and personnel to accomplish multiple tasks according to deadlines.

- Ability to bring others together and work to reconcile differences.
- Ability to understand new information to facilitate problem solving and decision-making.
- Ability to apply general rules to specific problems in order to find practical solutions.
- Ability to supervise, provide guidance and direction to subordinates, including setting performance standards and monitoring performance.

### **Current Salary**

The current starting salary (Pay Range 1FX) for City of Milwaukee residents is \$62,338 - \$87,270 annually, and the non-resident starting salary is \$60,809 - \$85,129 annually. *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 the Milwaukee Health Department reserve the right to call only the most qualified candidates to oral exams, 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.

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

### **Additional Information**

APPLICATIONS and further information may be accessed by visiting [www.jobaps.com/MIL](http://www.jobaps.com/MIL).

- Applications and transcripts should be submitted no later than the deadline listed above.
- 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**

EEO = 102

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

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