



**TRANSFER/PROMOTIONAL OPPORTUNITY**  
**OFFICE ASSISTANT IV**  
**DPW ADMINISTRATIVE SERVICES DIVISION-**  
**CONTRACT ADMINISTRATION SECTION**

**PURPOSE:** Serving under the Contract Compliance Officer, the person in this position provides administrative support for the Contract Administration Section of the Department of Public Works (DPW), advertising for contract bids and preparing contract documents. The Contract Administration Section is a very small office that handles a high volume of work and serves many internal and external customers on a daily basis.

**ESSENTIAL FUNCTIONS:**

- Attends bid openings to record bids, coordinates bid opening arrangements, reviews bid packages for accuracy, records bid prices using a laptop computer, and notifies low bidders.
- Prepares Official Notices for publication on the Internet and in The Daily Reporter and distributes bid notices.
- Performs all administrative functions related to the awarding and typing of contract documents for both single- and multi-year contracts, including reviewing fund encumbrances, obtaining proper signatures, and verifying contractor bonding and insurance coverage.
- Processes accounting documents, records payments to contractors, and prepares and records statistics germane to the City of Milwaukee's Emerging Business Enterprise Program (EBEP).
- Provides counter service, including selling bid packages, assisting contractors and the public, and handling cash.
- Serves as a liaison with contractors, the EBEP, DPW divisions, and other City departments.
- Completes end-of-year tasks, including producing reports and purging and storing files.
- Assists and backs up the Contract Compliance Officer and Coordination Manager
- Performs 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:**

- Current status and at least three months of experience as a regularly appointed employee of the City of Milwaukee.
- Four years of progressively responsible clerical experience performing duties related to this position, with at least one year at the Office Assistant III level. Other titles at the Office Assistant III level (PR 425) performing similar functions will be also be considered.

**NOTE:** *Equivalent combinations of education and experience may also be considered. For example, job-related coursework from an accredited college or business school may substitute for a portion of the office experience requirement. Transcripts or proof of coursework must be provided prior to employment interview.*

**NOTE:** *Office Assistant IIs with four years of experience, including at least one year at the II level, may apply to underfill the position at the III level. After one year at the III level, the person may be promoted to the IV level.*

**KNOWLEDGE, SKILLS, ABILITIES, AND OTHER CHARACTERISTICS:**

- Knowledge of general office practices and procedures.
- Oral and written communication skills.
- Fast and accurate keyboarding skills.
- Ability to use word processing and spreadsheet software at an intermediate level.
- Customer service skills, both in person and over the telephone.
- Ability to work effectively and harmoniously with others at all levels.
- Ability to work independently.
- Ability to plan, organize, and prioritize work.
- Ability to cope with frequent interruptions and changing priorities.
- Ability to produce accurate work under tight deadlines.
- Ability to scrutinize documentation and draw attention to errors or omissions that need to be addressed.

**THE CURRENT SALARY RANGE (445) IS: \$34,767-\$38,474** annually with excellent benefits.

**THE SELECTION PROCESS** will be job related and will consist of one or more of the following: an evaluation of training, experience and accomplishments, written test, interview, or other assessment methods. The Department of Employee Relations and the Department of Public Works reserve the right to call only the most qualified candidates to performance tests or personal interviews. Information from the selection process will be used to make hiring decisions. The selected candidate will be transferred or promoted to the position.

**APPLICATION PROCEDURE:**

You may **obtain** an application and detailed information as follows: 1) in person or by mail from the City of Milwaukee, Department of Employee Relations, Room 706, City Hall, 200 E Wells St, Milwaukee WI 53202-3554, 2) by visiting our web site at [www.milwaukee.gov/jobs](http://www.milwaukee.gov/jobs), or 3) by calling 414.286.3751.

*You should **return** your completed application to Barbara Tribble, Contract Compliance Officer, DPW-Administration/Contracts, Frank P. Zeidler Municipal Building, Room 506, Milwaukee, WI 53202 by **April 17, 2009**. Receipt of applications may be discontinued any time after that date. Note: A resume does not substitute for the required application; however, you may attach one if you wish.*