

# TRANSFER/PROMOTIONAL OPPORTUNITY

## OFFICE ASSISTANT IV MILWAUKEE PUBLIC LIBRARY

### PURPOSE:

The person in this position is responsible for coordinating and scheduling meetings and for providing clerical support to the Manager of Neighborhood Libraries and Extension Services and the Extension Services Coordinator. The incumbent also serves as backup to the Administrative Assistant III for the City Librarian and Manager of Central Library Services and arranges emergency help for 12 neighborhood libraries.

### ESSENTIAL FUNCTIONS:

- Assists the Manager of Neighborhood and Extension Services and Extension Services Coordinator as follows:
  - Coordinates and schedules appointments, meetings and conferences. Maintains appointment calendars.
  - Prepares correspondence, memos, and reports.
  - Gathers and organizes information and materials, prepares and distributes reports, and takes responsibility for content accuracy and deadlines.
  - Organizes and maintains a variety of files, schedules, and records.
  - Maintains absence analysis calendars for Extension Services Managers.
  - Provides clerical support for library programs as needed.
  - Tracks adult and young adult library program grant requests.
  - Answers phone and opens and routes mail.
  - Assists with coordination of Tutor Training Sessions, the Greater Milwaukee Literacy Hotline, and Summer Library Reading Program for children and teens.
- Arranges emergency help for requesting extension agencies. Coordinates emergency help documentation including log, emergency help schedules, and weekly Extension Services staff schedules.
- Provides back-up clerical support and assistance to the City Librarian, Manager of Central Library Services and Secretarial Support Services.

### 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.
- Experience to include a substantial amount of word processing.  
**Note:** Office Assistants II 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:

- Strong customer service skills.
- Excellent oral and written communication skills.
- Thorough knowledge of business English, office correspondence practices, and general office practices and procedures.
- Ability to exercise a high degree of judgment and discretion in handling confidential matters.
- Ability to work independently, to prioritize projects, and to produce accurate work under deadline.
- Ability to work effectively and harmoniously with others.
- Flexibility in adjusting work schedule to meet operational needs.

**THE CURRENT SALARY RANGE (445) IS: \$34,766.94-\$38,473.50** annually.