

# OFFICE COORDINATOR

Recruitment #1410-0487NR-001

**List Type** Transfer/Promotional

**Requesting Department** MILWAUKEE FIRE DEPARTMENT

**Open Date** 10/13/2014 10:00:00 AM

**Filing Deadline** 10/31/2014 11:59:00 PM

**HR Analyst** Cassandra Scherer

## PURPOSE

This position functions as office coordinator for the Division of Construction and Maintenance (C&M) by planning, coordinating, and overseeing all administrative activities of the division. Duties include performing all clerical activities and preparing and maintaining biweekly payroll and employee files.

## ESSENTIAL FUNCTIONS

35% Oversees administrative activities of division. Maintains comprehensive office records, confidential files, and/or correspondence regarding employees, grievances, interview lists and recommendations for all positions.

15% Works with the Bureau of Support – Budget and Finance Section on the preparation of documents such as commodity releases, interdepartmental requisitions, and service orders for the payment of operating supplies, equipment, and services from outside vendors and other City agencies.

15% Processes invoices, service orders and Procard reports for accuracy.

15% Prepares payroll for personnel assigned to C&M via CityTime, recording information to members' personnel files and inhouse database management software (ManagerPlus).

5% Assists in the preparation of and updates to, all specifications as used by C&M for the purchase of vehicles and equipment and construction projects.

5% Assists Battalion Chief in preparing division's annual operating budget. Verifies requisitions with budget to ensure accuracy.

5% Serves as administrative liaison between the C&M Battalion Chief and other bureaus, city departments, general public, and outside vendors in an informative capacity in a variety of matters. Compiles information needed by utilizing a variety of resources.

5% Performs other clerical and administrative duties as directed by the C&M Battalion Chief.

*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. Current status as a regularly appointed employee of the City of Milwaukee, having passed the probationary period for the current position held.

2. A minimum of four years of clerical experience, at least one of which must have been at the Office Assistant III level or above.

Note: Equivalent combinations of education and experience may be considered.

### **KNOWLEDGES, SKILLS, ABILITIES & OTHER CHARACTERISTICS**

- Proficiency with Microsoft Office suite software (Word, Excel, Outlook).
- Ability to learn and master ManagerPlus, a database management software.
- Ability to learn the City's payroll system.
- Ability to coordinate activities and operations.
- Organizational skills.
- Ability to orally communicate ideas and information effectively so that others understand.
- Ability to communicate ideas and information effectively in writing.
- Interpersonal skills.
- Ability to accurately prepare and maintain records and reports.
- Ability to work independently.
- Problem solving and decision making skills.
- Ability to maintain confidentiality of restricted information.

### **CURRENT SALARY**

(5EN) The current starting salary is \$40,501 for City of Milwaukee residents. The non-resident starting salary is \$39,507.

### **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 Fire 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. The selected candidate 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 non-probationary City of Milwaukee employees and civilian personnel in MFD and MPD hired through a City Service Commission process will be considered. Individuals with exempt, provisional, temporary or emergency appointments are not eligible for transfer.