

PROGRAM ASSISTANT II

Recruitment #1811-0489DC-002

List Type	Transfer/Promotional
Requesting Department	DPW-WATER-DISTRIBUTION
Open Date	11/20/2018 10:45:00 AM
Filing Deadline	12/11/2018 11:59:00 PM
HR Analyst	Jeff Harvey

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INTRODUCTION

Note: This is a transfer/promotional opportunity for 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.

PURPOSE

The Program Assistant II is responsible for assisting with the coordination and scheduling of Lead Service Line (LSL) Replacement projects with contractors, Milwaukee Water Works (MWW) staff, and property owners. This position is also responsible for the administration, processing of paperwork and coordination of disbursement of Water Pitchers and filters in conjunction with the lead service line replacement projects for the Milwaukee Water Works (MWW).

ESSENTIAL FUNCTIONS

- Assist as directed in the coordination and processing of timely and consistent data collection and recording of LSL Section work activities including the disbursement, accounting, data collection, purchasing, and recording of all Water Pitchers, filters, and bottled water for the LSL Replacement Program.
- Maintain database and database records of the water filter and bottled water inventory and disbursement for the LSL Replacement Program.
- Assist with processing payments and invoices through the Distribution Section to the MWW Business Section.

- Track and report non-responsive property owners to the Department of Neighborhood Services for compliance with the City's Ordinance on LSL line replacement.
- Serve as a backup and assistant to the Program Assistant III (Lead) position.

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.

CONDITIONS OF EMPLOYMENT

- Must be able to conduct field assignments as assigned.

MINIMUM REQUIREMENTS

1. Regular status as City of Milwaukee employee, having successfully completed a probationary period for a civil service position.
2. Four years of progressively responsible experience providing administrative support, customer service and performing duties related to the functions listed above.

Equivalent combinations of education and experience may also be considered.

3. Valid driver's license at time of appointment and throughout employment.

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. Student copies are acceptable.

CURRENT SALARY

The current salary range (Pay Range 5FN) for City of Milwaukee residents is \$42,539-\$48,248 annually, and the non-resident salary range is \$41,495-\$47,065. 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: evaluation(s) of related education, experience, and accomplishments, written test(s), interview(s), or other assessment methods. The Department of Employee Relations and the Milwaukee Water Works – Distribution Division 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.

INITIAL FILING DATE – The selection process will be held as soon as practical after the **Application Deadline listed above**. Receipt of applications may be discontinued at any time after this date without prior notice. However, recruitment may continue until the needs of the City have been met. The applicant is responsible for attending all phases of the selection process at the time and place designated by the Department of Employee Relations and/or the hiring authority.

Note: Transfer/Promotional Opportunities and Promotional Examination 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

APPLICATION PROCEDURE

- Applications and further information can be accessed by visiting 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.
- The Department of Employee Relations is located in City Hall, 200 E Wells St, Room 706, Milwaukee, WI 53202.

CONCLUSION

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