



TRANSFER/PROMOTIONAL OPPORTUNITY

POLICY AND ADMINISTRATION MANAGER

Department of Administration, Information & Technology Management Division

PURPOSE: This position has overall responsibility for the budget planning and budget management of the Information and Technology Management Division. Assists the CIO to define and develop management best practices, processes, and policy to ensure alignment with City strategy and goals. Supervises division projects and ensures that technology investments are fiscally responsible. Develops and implements information technology-related policies citywide in partnership with the CIO. Actively provides support on budget, personnel, management, purchasing, benefits, and other administration-related matters.

ESSENTIAL FUNCTIONS:

- Monitor all aspect of the division budget such as expenditure tracking, capital project balances, and grant budgets.
- Develop and assemble all required documents for annual operating and capital budgets for the completion of the division budget.
- Administer and manage accounts through process of review; approve purchases, time entry, and salary adjustments among other items.
- Coordinate and manage the division's staffing issues.
- Provide general human resources information such as employee benefits, work rules, etc. to update the CIO and division staff members.
- Develop and maintain policies relating to information technology management for use by the division and citywide.
- Lead and administer the City cell tower leases by acting as the single point of contact for cell providers.
- Prepare correspondence, confidential reports, and memorandums for the division.
- Perform other related duties as assigned.

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. Bachelor's Degree in Public Administration, Business Administration, Economics, Finance, Accounting or closely related field from an accredited college or university.
3. Five years of progressively responsible professional experience in financial management, budget development and control, or policy analysis and development.

NOTE: Equivalent combinations of education, training and experience may also be considered.

DESIRABLE QUALIFICATIONS:

1. Master's Degree in Public Administration, Business Administration, Economics, Finance, Accounting or closely related field.
2. Experience supervising a professional and paraprofessional staff.

Policy and Administration Manager (DOA-ITMD)

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:

- Skill in business management in order to direct and develop objectives, policies, forecasts, and budgets.
- Ability to manage organizational processes by defining and developing best practices, strategies, and goals for the division.
- Ability to manage professional and paraprofessional staff members to efficiently accomplish division goals and objectives.
- Knowledge of budgets, contracts, grants administration, and accounting.
- Skill in reading, writing, and interpreting policy, contracts, budgets, and grants.
- Skill in listening and verbal communication.
- Skill in using various computer software applications such as FMIS, HRMS, spreadsheets, and word processing.
- Knowledge of City of Milwaukee budget procedures, legislative processes, and human resources practices and rules.
- Knowledge of information technology, policies, and security procedures.
- Ability to work cooperatively with a diverse work force.

THE CURRENT PAY RANGE IS: (PR 2LX) \$69,090 to \$96,722 annually.

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 Department of Administration, Information, & Technology Management 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 hiring decisions. The selected candidate will be *transferred and/or promoted* to this position.

APPLICATION PROCEDURE:

- Applications can be obtained from the Department of Employee Relations, Room 706, City Hall, 200 East Wells St., Milwaukee, WI 53202, by calling (414) 286-3751 or by visiting www.milwaukee.gov/jobs.
- Applications should be returned to: Nancy A. Olson, ITMD, 809 N. Broadway, Room 400 by **March 22, 2013**. *Receipt of applications may be discontinued any time after that date.*

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