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City of Milwaukee
Dept. of Employee Relations
Room 706, City Hall

PLEASE POST



**TRANSFER/PROMOTIONAL OPPORTUNITY
PROGRAM ASSISTANT II**

**DPW INFRASTRUCTURE SERVICES DIVISION
FACILITIES DEVELOPMENT & MANAGEMENT SECTION**

THE BASIC PURPOSE of this position is to function as the confidential secretary to the Building & Fleet Services Superintendent and to perform administrative duties for the Facilities Development and Management section of the Division.

ESSENTIAL FUNCTIONS:

- Accurately type and compile contract specifications and bid documents.
- Produce high quality correspondence, resolutions, reports, and other documents using Microsoft Word.
- Produce complex spreadsheets and charts using Microsoft Excel and presentations using Power Point.
- Coordinate workflow for project bids and review bid packages for accuracy.
- Perform administrative functions related to document and file management.
- Process Aldermanic service requests and open records requests.
- Process and create security identification cards for City employees.
- Serve as confidential secretary to the Building & Fleet Services Superintendent, and handle personnel, disciplinary, financial, and sensitive security reports.
- Perform other duties as assigned, including handling special projects.

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.
- **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. The Department of Public Works will require that transcripts or proof of coursework must be provided prior to employment interview.*

KNOWLEDGE, SKILLS, ABILITIES, AND OTHER CHARACTERISTICS:

- Knowledge of general office practices and procedures.
- Oral and written communication skills.
- Ability to quickly and accurately type routine letters, memos, and reports as well as to create complicated documents using Microsoft Word.
- Ability to create complex spreadsheets using Microsoft Excel.
- 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.

Program Assistant II, DPW-Infrastructure, Facilities Development & Mgmt Sect)

THE CURRENT SALARY RANGE (530) IS: \$41,495.22-\$46,974.98 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 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, or 3) by calling 414.286.3751.

*You should **return** your completed application to Venu Gupta, Superintendent-Facilities Development and Management/Frank P. Zeidler Municipal Building, Room 602, Milwaukee, WI 53202 by **June 30, 2010**. 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.*

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