



Department of Employee Relations
City Hall, Room 706
200 E. Wells St.
Milwaukee, WI 53202-3554



SPECIAL ASSISTANT TO THE CITY ATTORNEY

Office of the City Attorney

ONLY CURRENT CITY OF MILWAUKEE EMPLOYEES WILL BE CONSIDERED

THIS POSITION IS EXEMPT FROM CIVIL SERVICE

Appointment and continued employment is at the pleasure of the City Attorney

PURPOSE:

Responsible for the overall business operations and administrative management functions of the department including budget development and administration, financial analyses and reporting, support staff management and supervision, formulation and implementation of office policies and procedures, preparation of financial and management reports, operations and facilities management, and IT management and coordination.

ESSENTIAL FUNCTIONS:

- Prepare and administer budget.
- Formulate and prepare administrative and financial management tools and reports.
- Manage department support staff.
- Develop and implement office policies, procedures, and operational standards.
- Oversee operations and facilities management functions.
- Assess and coordinate departmental IT information needs, systems, and applications.
- Formulate and run financial reports.
- Monitor accounts and budget expenditures.
- Oversee personnel, HR administration, and accounting functions.
- Plan and coordinate logistical and operational needs.
- Develop policies, procedures, and operational standards.
- Oversee departmental space and procurement needs.
- Perform research and special projects as assigned.
- Monitor outside counsel and expert contracts.

Reasonable accommodations requested by qualified individuals with disabilities will be made in accordance with the Americans with Disabilities Act (ADA) of 1990.

MINIMUM REQUIREMENTS:

1. Bachelor's Degree in Business Administration, Accounting, Finance, Public Administration or related field from an accredited college or university. A related Master's Degree is preferred.
2. Five years of progressively responsible professional experience in finance, budgeting and/or administration.

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DESIRABLE QUALIFICATIONS:

- Governmental budgeting, policy analysis, and supervisory experience are highly desirable.

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

KNOWLEDGE, SKILLS, ABILITIES AND OTHER CHARACTERISTICS:

- Strong written and oral communication skills.
- Excellent analytical ability and research skills.
- Ability to prepare and administer the budget and manage financial activities.
- Ability to effectively supervise other staff members.
- Knowledge of computer operations and systems.
- Knowledge of administrative and financial management tools.
- Ability to identify and analyze complex issues and problems in management, finance, and human resources.
- Knowledge of City procurement contract procedures.
- Ability to work independently with minimal supervision.
- Ability to organize work and establish priorities.
- Ability to establish and maintain good interpersonal relations and communications with attorneys and support staff.
- Ability to recommend and implement solutions to complex problems.

SALARY (PR 1FX) is:

- The current starting salary is \$61,721 annually for City of Milwaukee residents. The non-resident starting salary is \$60,809 annually. Appointment above the minimum is possible.

THE SELECTION PROCESS: The City Attorney's Office reserves the right to call only the most qualified candidates to the interview process.

- **NOTE:** The City's residency requirement set forth in City Charter 5-02 is under litigation. If you have questions regarding your individual circumstances as part of the application and/or selection process please contact 414-286-3751.

APPLICATION PROCEDURE:

- Cover letters and resumes should be sent to the City Attorney's Office, Frank P. Zeilder Municipal Building, 841 North Broadway, 7th Floor, Milwaukee, WI 53202-3653, ATTN: City Attorney Grant F. Langley **by May 1, 2014.**