

TRADE DEVELOPMENT REPRESENTATIVE

Recruitment #1603-4224-001

List Type Transfer/Promotional

Requesting Department PORT OF MILWAUKEE

Open Date 3/9/2016 11:59:00 PM

Filing Deadline 4/13/2016 11:59:00 PM

HR Analyst La'Neka Horton

Purpose

The Trade Development Representative provides essential support to the Port Marketing Manager, is responsible for assisting in the administration and promotion of the Foreign Trade Zone 41, as well as for collecting, maintaining, and analyzing data on vessel and cargo movements and assisting in business development and marketing of the Port.

This position works with the Port's tenants, major manufacturing companies, business associations, governmental agencies, as well as internal finance, engineering and operations departments.

Essential Functions

- Develop and maintain a leasehold database of lease terms and conditions.
- Assist with the promotion of the Port of Milwaukee's Foreign Trade Zone (FTZ) 41.
- Collect and perform statistical analysis on data concerning vessel and cargo movements.
- Provide gathered data to the finance division for billing purposes.
- Assist in designing promotional material to market the trade zone to potential users.
- Collect data from companies participating in the Port's Foreign Trade Zone 41 initiative and complete required federal reports and statistics.
- Prepare FTZ operating agreements and maintain FTZ files.
- Represent department as a liaison to community and/or trade organizations.
- Continuous maintenance and improvement of the Port's website.
- Promote cargo through the port by establishing relationships with ocean carriers, barge services, truck lines, railroads, and the customers that use the transportation services.

Conditions of Employment

This position involves some day travel as well as occasional overnight travel.

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. Regular status as a City of Milwaukee employee, having successfully completed a probationary period for a civil service position.

2. Bachelor's degree in transportation, marketing, business, economics, or a related field, from an accredited college or university **and** two years of experience in data management, collection and analysis, marketing, or as an account representative.

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3. Associate's degree in marketing, logistics, sales, finance or a related field from an accredited college or university **and** four years of related experience in in data management, collection and analysis, marketing, or as an account representative.

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 (readable) and include the following information: the university or college name, your name, the degree completed (if applicable) and the date the degree was completed.

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

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

5. Transportation Worker Identification Credential (TWIC) issued by the U.S. Transportation Security Administration (TSA) upon appointment. *NOTE: To obtain a TWIC, an individual must provide biographic and biometric information such as fingerprints, sit for a digital photograph, and successfully pass a security threat assessment conducted by TSA. To learn more, visit <http://www.tsa.gov>.*

Desirable Qualifications

1. Experience in the truck or ocean shipping industry.
2. Experience in media production, communication, and dissemination techniques and methods.
3. Experience developing different types of marketing material for use with various media.

Knowledges, Skills, Abilities & Other Characteristics

- Knowledge of methods of statistical analysis.
- Knowledge of marketing, market strategies, and market research methods.
- Skill in using Microsoft Excel, PowerPoint, Word, and Access to collect, maintain, and analyze data; and produce reports to support marketing and business development and create effective presentations.
- Ability to deliver effective presentations.
- Ability to adapt to constantly changing market and to work independently on multiple projects with varying and often tight deadlines.
- Strong written and oral communication skills.
- Ability to develop and maintain effective business relationships with a variety of individuals, including those from other cultures than one's own.
- Ability to pay special attention to detail.

Current Salary

The starting salary (PR 2FX) for City of Milwaukee residents is \$48,294 and for non-residents is \$47,109.

Selection Process

THE SELECTION PROCESS will be job related and will consist of one or more of the following: education and experience evaluation; written, oral, or performance tests, or other assessment methods. The Department of Employee Relations reserves the right to call only the most qualified candidates to oral and performance examinations. Oral examinations may include written exercises. Selection process component weights will be determined by further analysis of the job.

INITIAL FILING DATE - The examination will be held as soon as practical after **March 30, 2016**. 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. Qualified applicants will be notified of the date, time, and place of the examination. Unless otherwise required by law, the City of Milwaukee will not provide alternative test administration. The applicant is responsible for attending all phases of the job selection process at the time and place designated by the City of Milwaukee.

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/promotional opportunities.

NOTE: The City's residency requirement set forth in City Charter 5-02 is under litigation. Even though the City is legally able to enforce the current residency requirements based on a recent Wisconsin Court of Appeals decision, the City has agreed to continue to suspend enforcement of the ordinance during the time it may take to know whether the Wisconsin Supreme Court will review the case. Once the Supreme Court refuses review or affirms the Court of Appeals decision, the City intends to fully enforce the ordinance. Consequently, employees who disregard the requirements of the ordinance do so at their own risk. Applicants for City of Milwaukee positions should understand the City's commitment to its residency requirement. During this period of uncertainty it is important to take that into account when submitting an application and more importantly when deciding to accept an employment offer. Please contact (414) 286-3751 if you have questions regarding your individual circumstances as part of the application and/or selection process.