

ADMINISTRATIVE SERVICES MANAGER

Department of Public Works

NOTE: The eligible list resulting from this examination may be used to fill similar City of Milwaukee positions.

PURPOSE: Under the direction of the Department of Public Works (DPW) Operations Director, the Administrative Services Manager directs the Administration Section of the DPW Operations Division, including planning, preparing, and administering the operating, capital, and grant budgets of the DPW Operations Division and performing fiscal and management analyses to evaluate the effectiveness of operations and services.

ESSENTIAL FUNCTIONS:

- Directs the day-to-day operations of the Administration Section of the DPW Operations Division (“Operations”), including assigning duties to program assistants and office assistants and evaluating their work. Approves payroll hours. Takes disciplinary action as needed. Makes hiring recommendations.
- Prepares and monitors the Operations budget, expenditures, contracts, grants, and capital improvements.
- Analyzes internal processes and identifies common budgetary, operational, and policy improvements from a high level to add value to each section of Operations.
- Conducts research and makes recommendations to the DPW Operations Director.
- Represents Operations at various Common Council, committee, and other meetings and hearings, including preparing PowerPoint presentations.
- Responds to audits; investigates City Attorney claims; responds to open records requests; and coordinates division-wide responses to inquiries from various departments.
- Manages special projects related to information technology, including LAGAN enterprise software for the public sector, land management, and production software.
- Oversees the Operations billing process, including approving payment vouchers.
- Oversees the Operations purchasing process, including approving purchase requisitions.
- Prepares both financial and narrative written reports on a biweekly, monthly, quarterly, and annual basis.
- Contributes to discussions related to the City’s snow and ice control policies.
- Updates various fee structures.
- Responds to complex customer inquiries and resolves escalated citizen complaints at the Operations public service counter.

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, finance, accounting, or a related field from an accredited college or university.
2. Five years of increasingly responsible experience involving accounting or fiscal analysis.
Equivalent combinations of education and experience may be considered.
3. Valid driver's license at time of appointment and throughout employment.

IMPORTANT NOTE: *College transcripts are required and must be received within three business days after the application period closes. College transcripts may be either attached to the application; OR, sent to Box ASM, Department of Employee Relations, Room 706, City Hall, 200 E. Wells St, Milwaukee, WI 53202; OR, e-mailed to staffinginfo@milwaukee.gov. Student copies are acceptable. Only applications with transcripts will be considered; applications without transcripts will be rejected.*

DESIRABLE QUALIFICATIONS:

- Master’s degree in business administration, finance, accounting, or a related field.
- Public sector management and governmental accounting experience.

Administrative Services Manager (DPW)

KNOWLEDGE, SKILLS, ABILITIES, AND OTHER CHARACTERISTICS:

- Knowledge of budgeting principles and methods.
- Knowledge of management principles, program management and development, and public administration.
- Knowledge of governmental accounting and reporting; knowledge of procurement practices.
- Knowledge of mathematics and the ability to make accurate calculations.
- Knowledge of statistics and the ability to conduct research.
- Ability to read and interpret complex work-related documents such as laws and regulations and technical publications.
- Ability to write clear and concise business communications, such as memos, technical reports, budget summaries, policies, procedures, and performance reviews.
- Ability to recognize and solve complex problems.
- Ability to exercise sound judgment in making independent decisions.
- Ability to plan, organize, prioritize and delegate work.
- Ability to adapt and respond to change quickly.
- Effective oral communication skills.
- Ability to make presentations and appear before committees.
- Ability to maintain effective working relationships with others, including colleagues, elected officials, representatives of outside agencies, and the public.
- Ability to lead and supervise staff members, including assigning and evaluating work and setting goals.
- Ability to interview job candidates and make suitable hiring decisions.
- Ability to provide excellent customer service and resolve escalated complaints.
- Ability to exercise tact and diplomacy.
- Ability to represent the department honestly and ethically as well as to maintain confidentiality.
- Proficiency with Microsoft Office, Oracle's PeopleSoft financial management system and human resource information system, LAGAN enterprise software for the public sector, and land management software.

SALARY: The current starting salary (PG 1HX) for City of Milwaukee residents is \$70,126 annually, and the non-resident starting salary is \$69,090. Appointment above the minimum is possible. An excellent benefits package is also offered.

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.

The examination will be held as soon as practical after **August 1, 2014**. 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: 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.

APPLICATIONS and further information may be obtained in person or by mail from City of Milwaukee Department of Employee Relations, City Hall, 200 E Wells St, Room 706, Milwaukee, WI 53202-3554, online via www.milwaukee.gov/der, or by calling 414.286.3751.