

PROGRAM ASSISTANT III-MPD Safety Division

Recruitment #1903-0490NR-001

List Type	Original
Requesting Department	Milwaukee Police Department
Open Date	4/5/2019 08:00:00 AM
Filing Deadline	4/26/2019 11:59:00 PM
HR Analyst	Marti Cargile

INTRODUCTION

Located on the western shore of Lake Michigan, Milwaukee is an urban hub bursting with energy. Milwaukee provides a casual sophistication – big city appeal without the big city hassles. We are accessible and affordable, and our residents are welcoming. Milwaukee has evolved through the years, bringing together its unsurpassed old world charm with a breathtaking Art Museum, top-flight arts and cultural attractions, professional sports, lakefront festivals, recreational opportunities, and great restaurants.

PURPOSE

Under the supervision of the Milwaukee Police Department (MPD) Safety Division Manager, the Program Assistant III assists the Milwaukee Safety and Civic Commission with targeted public education and public information efforts on civic issues in the City of Milwaukee.

ESSENTIAL FUNCTIONS

- Assist the Safety and Civic Commission and its subcommittees by setting up, attending, and facilitating the clerical reporting of meetings.
- Work with elected and appointed officials, other governmental agencies, and the public on civic and safety initiatives for the City of Milwaukee.
- Organize, attend, and speak at community meetings; provide assistance for community and civic engagement programs associated with project implementation and Commission initiatives.
- Assist with the preparation of Safety and Civic Commission educational safety materials such as pamphlets and brochures.
- Work with the MPD Safety Division Manager and MPD Public Information Office to assist with Safety and Civic Commission media initiatives.
- Research and prepare comprehensive reports, spreadsheets, and program documents.
- Maintain files and project data related to public safety and community programs.
- Enter time for 175+ office staff and part-time employees into the City's online time entry system in the absence of the Office Assistant III.

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. Five years of experience in program support, including at least one year of experience related to civic engagement that addressed issues of public concern and brought about positive changes in public safety and/or the civic life of communities.
2. Valid State of Wisconsin driver's license at time of appointment and throughout employment.

*Equivalent combinations of education and experience may be considered. For example, a bachelor's degree in community education or education, business administration or management, public policy, or a related field **PLUS** one year of experience as described above is considered equivalent.*

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. Your transcript must be legible and include the following information: the university or college name, your name, the degree completed (if applicable) and the date the degree was completed. Student copies are acceptable.*

KNOWLEDGES, SKILLS, ABILITIES & OTHER CHARACTERISTICS

- Knowledge of civic engagement and public safety initiatives that promote citizen participation and collaboration.
- Ability to identify and pursue collective actions designed to address issues of public concern.
- Ability to read and understand work-related materials.
- Proficiency using word processing, spreadsheet, and database applications
- Ability to accurately enter data, including payroll data, as required.
- Written communication skills to prepare clear and concise reports, correspondence, and other materials.
- Ability to coordinate the creation of visually appealing educational and informational materials.
- Knowledge of administrative and clerical systems as well as office procedures and terminology.
- Oral communication and presentation skills to communicate clearly and effectively with various audiences.
- Interpersonal and customer service skills to be able to work effectively and diplomatically with commissioners, sworn and non-sworn MPD staff, other City staff and officials, and outside agencies.
- Ability to work cooperatively and fairly with coworkers and citizens whose backgrounds may differ from one's own.
- Ability to perform effectively as a team member as well as independently.
- Critical thinking skills to be able to analyze and address issues of public concern.
- Organizational skills to be able to prepare and maintain accurate records.
- Ability to plan and complete work by assigned deadlines as well as adjust to changing priorities.
- Ability to work effectively in a quasi-military setting.
- Honesty, integrity, and the ability to maintain confidentiality and professionalism when working with sensitive information.

CURRENT SALARY

The current starting salary (Pay Range 5IN) for City of Milwaukee residents is \$47,779 annually, and the non-resident starting salary is \$46,607. Appointment will be made in accordance with the provisions of the salary ordinance.

The City of Milwaukee provides a comprehensive benefit program that includes the following:

- Defined Benefit Pension Plan
- 457 Deferred Compensation Plan
- Health and Dental Insurance
- Comprehensive Wellness Program
- Onsite Clinic Services
- Onsite Employee Assistance Program
- Alternative Work Schedules
- Long Term Disability Insurance
- Group Life Insurance
- Tuition Benefits
- Paid Vacation
- 11 Paid Holidays
- Paid Sick Leave and other paid leaves
- Flexible Spending Arrangement
- Commuter Value Pass

For full details of the benefits offered by the City of Milwaukee, please visit <https://city.milwaukee.gov/Benefits2019#.XBrlQE2ot6A>.

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 and the Milwaukee Police Department reserve 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 **Friday, April 26, 2019**. 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: Candidates must pass a Milwaukee Police Department background investigation before hire. **

ADDITIONAL INFORMATION

- Applications and further information may be accessed by visiting www.jobaps.com/MIL.
- If you would like assistance completing an application, please contact the Department of Employee Relations at (414) 286-3751 or staffinginfo@milwaukee.gov.
- The Department of Employee Relations is located in City Hall, 200 E Wells St, Room 706, Milwaukee, WI 53202.

CONCLUSION

EEO = 501

The City of Milwaukee values and encourages diversity and is an equal opportunity employer.