



POSITION DESCRIPTION

JOB TITLE: Department Administrative Assistant (OHC) Job Class: 3461	
DATE	Milwaukee Public Schools Office of Human Capital
BARGAINING UNIT: ASC	FLSA STATUS: <input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Non exempt
Pay Schedule: Pay Range:	Management Approval:
POSITION SUMMARY and PURPOSE: Provides a high level of confidential support to the Chief Human Capital Officer and ensures a smooth operation of the office.	

ESSENTIAL FUNCTIONS: Indicate the approximate percentage of time devoted to each major task or group of related tasks. Summarize position in no more than 15 tasks, each of which requires at least 5% of incumbent's time.

NOTE: An essential function must meet the following criteria:

- 1) The reason the position exists is to perform that function,
- 2) No other employee is available to perform that function,
- 3) The function is highly specialized, and
- 4) Removing the function would fundamentally alter the job.

1. Maintains Chief's schedule and represents the office at various meetings as assigned.
2. Prepares the items for presentation to the School Board of Directors and ensures summaries of the proposed data are available for the weekly Board item review meetings.
3. Prepares information for publication in the Superintendent's Thursday Updates.
4. Prepares and composes correspondence for department head's signature; independently directs and tracks correspondence and other staff assignments.
5. Screens calls and directs them to appropriate individuals.
6. Performs confidential research and directs the production of related reports. Prepares and edits reports, as requested.
7. Assists in the preparation of the office budget and control of budget items. Distributes budgets monthly to staff members to help ensure all areas are on target with spending.
8. Distributes mail, ensures all mail is date-stamped and gives mail to other staff as necessary.
9. Pays office bills, maintains invoices and communicates with finance as necessary regarding purchases and expenditures.
10. Prepares agendas, minutes and summaries of meetings.
11. Prepares payroll for direct reports of the Chief Human Capital Officer.

12. Serves as the main contact for requests for information from the Office of Board Governance (open records requests, constituent concerns).
13. Answers inquiries and resolves complaints.
14. Maintains knowledge of general office management and technology trends.
15. Actively supports the MPS Strategic Plan.
16. Performs other duties as assigned.

SUPERVISION RECEIVED: (Indicate the extent to which work assignments and methods are outlined, reviewed, and approved by others.)

Works independently, receives direction from the office Chief.

SUPERVISION EXERCISED: (List the number and titles of personnel directly supervised. Specify the kind and extent of supervision exercised by indicating one or more of the following: (a) assign duties; (b) outline methods; (c) direct work in process; (d) review completed work; (e) sign or approve work; (f) make hiring recommendations; (g) prepare performance appraisal; (h) take or recommend disciplinary action.

N/A, coordinates tasks for other staff.

JOB REQUIREMENTS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and ability required. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

Education Requirements (Include certificates, licenses, and/or registrations required.)

Position requires a bachelor's degree in business or a related field. Equivalent experience and education may be considered.

Experience Requirements

Five years of previous experience in a high-volume office environment, previous public sector experience is desired.

Knowledge, Skills, and Abilities

Effective oral and written communication skills are required. Skill at organizing resources and establishing priorities. Excellent teamwork skills are essential. The ability to develop effective working relationships with diverse individuals at all levels is required. Must have excellent planning and organizational skills. A strong working knowledge of computer applications to include MS Office software and the MPS Portal is required. Must be able to juggle numerous responsibilities with varying deadlines. Must be able to maintain confidentiality. The ability to gather data, compile information and prepare reports is required.

WORKING ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

General office environment.

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

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job with or without reasonable accommodation.

General office environment, must be able to handle light lifting and occasional standing, bending.

THIS DESCRIPTION DOCUMENTS THE GENERAL NATURE AND LEVEL OF RESPONSIBILITY ASSOCIATED WITH THIS POSITION. IT IS NOT INTENDED TO BE A COMPREHENSIVE LIST OF ALL ACTIVITIES, DUTIES AND RESPONSIBILITIES REQUIRED OF INCUMBENTS. IT IS NOT

INTENDED TO LIMIT OR MODIFY THE RIGHT OF ANY SUPERVISOR TO ASSIGN, DIRECT, AND MONITOR THE WORK OF EMPLOYEES UNDER SUPERVISION.