



**MILWAUKEE  
PUBLIC SCHOOLS**

Administration Building  
5225 West Vliet Street  
Milwaukee, WI 53201-2181  
P. O. Box 2181  
Area 414: 475-8205

## OFFICE OF HUMAN RESOURCES

Job Information	
<b>Job Title:</b> <i>Board Information Officer</i>	<b>Last Revised/Approved:</b> <i>Entered by Compensation</i>
<b>Job Code:</b>	<b>Reports To:</b> <i>Board Clerk</i>
<b>Office:</b> <i>Office of Board Governance</i>	<b>Department:</b> <i>Governance</i>

Compensation Information	
<b>Pay Grade:</b>	<b>Pay Range:</b>
<b>FLSA Status:</b> <i>Exempt</i>	<b>Term of Employment:</b> <i>FT</i>

### Position Summary/Purpose:

Performs analytical and investigative duties to resolve complaints from constituents, respond to requests for public information, conduct research, perform analyses and coordinate services within Milwaukee Public Schools (MPS).

### Core Competencies:

- Decision Quality and Problem-Solving
- Communication and Customer Service
- Professionalism
- Equity, Access and Inclusion

### Essential Functions:

*An essential function is a duty or responsibility that is fundamental to the job — a critical, or basic component of that job. An essential function cannot or should not be assigned elsewhere.*

*Note: An Essential Function must meet the following criteria:*

- ✓ *Does the job exist to do this function?*
- ✓ *Would taking this function from the job fundamentally change the job?*
- ✓ *Would there be significant consequences if this function were not performed?*
- ✓ *Can other employees do this function if necessary?*
- ✓ *How much time per week is spent doing this function?*
- ✓ *Do people in similar positions elsewhere do this function?*

- Performs analytical and investigative duties to resolve complaints from constituents, respond to requests for public information, conduct research, perform analyses and coordinate services within Milwaukee Public Schools (MPS).
- Ensures that the Board office is responsive to requests from individual Board members and District constituents for information, reports, background data and other items as necessary for distribution.
- Conducts research, analyzes data, utilizes technical expertise and provides assistance to the Office of Board Governance to ensure timely and accurate responses to requests for information.
- Performs expert, highly complex administrative and technical duties to ensure the formulation of a variety of narrative and statistical reports and records.

- Provides information and assistance to the Board, the Office of Board Governance, the Superintendent and the executive team and others to assist in the formulation and development of policies, procedures and programs.
- Maintains current knowledge of the applicable provisions of the Federal and State regulations, Board policies and procedures and administrative policies and other rules affecting the personnel and students of MPS.
- Communicates with administrators, Board members, other MPS personnel and representatives from outside organizations to coordinate meetings, activities and programs.
- Ensures appropriate guidelines are followed in preparing information and scheduling meetings, events and other activities within MPS or with the general public.
- Maintains confidentiality and makes a clear distinction between public and confidential information.
- Schedules and attend a variety of meetings, including Committee and School Board meetings.
- Actively supports the MPS Strategic Plan.
- Completes other duties as assigned.

## **Job Requirements:**

### ***Education Requirements:***

- Position requires a bachelor's degree in business administration, public administration or a similar field.
- A master's degree is preferred.

### ***Experience Requirements:***

- Must have three to five years of experience working with community members and others to resolve issues and to provide information
- Public sector experience is desired.

### ***Knowledge, Skills and Abilities:***

- Effective oral and written communication and presentation skills are required
- Must be able to plan and organize projects and activities.
- Must be updated on all Board policies, local and federal legislation and administrative procedures.
- Must be able to conduct research and write summaries of data to be shared with others.
- Analytical skills are necessary with the ability to identify trends in statistical analysis.
- Must be able to maintain excellent records that outline steps taken to provide data.
- Must be proficient with a PC and MS Office software and appropriate databases.
- Must be able to handle multiple responsibilities with differing and critical deadlines.
- Confidentiality is essential.
- Must be able to work with diverse constituents, including employees, Board members and the general public.

## **Working Environment:**

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

- Typical office or school environment with extensive state travel required
- Position will be required to work additional hours, outside of the normal business day as a regular part of the job.

## **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.*

**Equal Opportunity:**

It is the policy of the District that persons seeking employment with the District shall not be discriminated against in employment by reason of their age, race, creed, color, religion, handicap or disability, pregnancy, marital or parental status, sex, citizenship, national origin, ancestry, sexual orientation, arrest record, conviction record, military service, membership in the National Guard, state defense or reserves, political affiliation, use or nonuse of lawful products off the employer's premises during nonworking hours, declining to attend a meeting or to participate in any communication about religious matters or political matters, the authorized use of family or medical leave or worker's compensation benefits, genetic information, physical, mental, emotional or learning disability, or any other factor protected by local, state or federal law in all employment practices including terms, conditions and privileges of employment.

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.

Reasonable accommodations shall be made for qualified individuals with a disability, unless such accommodations would impose an undue hardship on the District. Requests for accommodations under the Americans with Disabilities Act or under the Wisconsin Fair Employment Act must be submitted to the Employee Rights Administration Department in the Office of Human Resources.