



Business Specialist- Facilities and Maintenance

BASIC FUNCTION: Plans and coordinates the business operations including budget management, process improvement, and data analysis. Also responsible for and procurement activities including release of RFP's, identifying opportunities for blanket contracts, negotiating and drafting contracts, monitoring contract usage and resolving contract related issues.

MAJOR DUTIES AND RESPONSIBILITIES:

- ✓ Provides support to the Director of Facilities and Maintenance Services in the area of budget management and process improvement.
- ✓ Assists the Manager of Design and Construction in contractual services, contract negotiations and bidding related issues.
- ✓ Reviews financial statements, AiM reports, internal income statements, IFAS and other performance data to measure current productivity and prepare forecast for year end. Organize data and work with the Director of FMS to prepare financial reports, productivity reports, benchmark data and other similar measures for the purpose of continual process improvement and to assist with developing annual department goals.
- ✓ Assists in the development of operational guidelines and communication systems, including bid calendars, department policies, procedure manuals and business plans.
- ✓ Administer public procurement for FMS including working with managers and shop personnel to define desired scopes of services, statement of work, contract deliverables and identify goods and services for inclusion on blanket contracts.
- ✓ Trains end users and guides them on proper formulation of scope of services for contracted goods and services.
- ✓ Develop, issue and facilitate RFP's or bids to ensure that all documents and processes comply with 3.09 and reflect public procurement best practices.
- ✓ Actively supports the MPS Strategic Plan.
- ✓ Performs other duties as assigned.

QUALIFICATIONS:

- ✓ A bachelor's degree in business administration/accounting or a related field is required; a CPA is preferred.
- ✓ Three to five years of experience in program management to include budgets and contracts.
- ✓ Three to five years of experience in public procurement services.
- ✓ Experience with a large-scale service organization is desired.

KNOWLEGE, SKILLS, AND ABILITIES

- ✓ Effective oral and written communication skills are essential.
- ✓ Must be able to work effectively with diverse groups.
- ✓ Must be able to develop reports, prepare written correspondence and board items.
- ✓ Must be able to work independently on time-sensitive and complex issues.
- ✓ Experience in procurement and experience in developing a budget is required.
- ✓ Effective research and analytical skills are necessary.
- ✓ Advanced PC experience is required with MS Office and various database applications.

The salary range is _____

QUALITY EDUCATION BEGINS WITH QUALITY PERSONNEL

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